

La Cañada Unified  
School Reopening Plan  
2020-2021

## Table of Contents

<b>Table of Contents</b>	<b>1</b>
<b>Background Information</b>	<b>2</b>
Mission Statement and Guiding Values	2
Reopening Committee	5
<b>Curriculum and Instruction</b>	<b>6</b>
Academic supports	10
Special Education	11
English Language Learners	11
Foster and Homeless Youth	11
Teacher, Staff, and Parent Trainings	12
Classroom set-up for social distancing	13
Diversity, Equity, and Inclusion	15
Health and Safety	15
COVID-19 Response Plan	15
COVID-19 Visitor Protocol	16
Personal Protective Equipment	17
Social and Emotional Supports	20
Family and Community Engagement	21
Operations	22
Daily Arrival and Departure Procedures	22
Cleaning procedures	23
Food services	23
Technology Support and Device Acquisition	24
<b>Appendix</b>	<b>24</b>
<b>Resources and Reading Lists</b>	<b>24</b>

## Background Information

### Mission Statement and Guiding Values

The following Priorities for Reopening have informed LCUSD's plan development in alignment with the District's mission statement, namely: *LCUSD is a learning community committed to personal growth and academic excellence.*

- LCUSD Reopening Priorities In Action:
  - Health and Safety of Students, Teachers, Staff, and Families
  - Social Emotional Wellness of Students, Teachers, Staff, and Families
  - High quality rigorous instruction (at school or via distance learning) which ensures for academic progression through the school year standards and curriculum
  - Equity (of educational experience for Special Education and English Language Learners, for students whether at school or engaged in distance learning)
  - Maintaining flexibility (to meet the needs of all learners, to ensure preparedness in case of rolling closures, to respond to changes in the LACDPH Orders)
  - Student Access and Proficiency with Technology, Teacher Professional Development, and Parent Education
  - Sense of Normalcy (consistent schedules, childcare needs, strong communication)
  - Maintaining Fiscal Solvency

### 5 Areas of Focus

Based on the Los Angeles County Office of Education's publication, "[A Planning Framework for the 2020-21 School Year](#)," La Cañada Unified guided its Reopening Plan development on the following 5 areas of focus.



#### Instruction

Providing a high-quality instructional program by following best practices in the areas of:

- Curriculum selection and instructional delivery models
- Assessment practices and policies, including local and statewide assessments
- Services to special populations, including students with disabilities, socioeconomically disadvantaged students, English Learners, homeless and foster Youth
- Access and use of instructional technology
- Expanded learning opportunities
- Other key systems and services

## **Health and Safety**

Ensuring all students, staff and community members remain healthy and safe by following best practices in the areas of:

- Guidance, directives and recommendations from Public Health
- Health and safety information, social distancing and infection control practices (hand-washing, face coverings)
- Classroom, meal and cleaning practices
- Health office practices, personal protective equipment, management and isolation of students showing sign of illness

## **Social-Emotional Support Systems**

Addressing the mental health and social-emotional development of all students, staff and community by following best practices in the areas of:

- School-based mental health services
- Behavior support systems
- Family engagement and support practices
- Staff supports
- Maintaining student and staff recognitions, awards and traditions
- Other key systems and supports

## **Family and Community Engagement**

Ensuring all students, staff and community members remain involved and supported by following best practices in the areas of:

- Ensuring effective communication systems
- Engaging stakeholders
- Using community partnerships
- Other key systems and supports

## **Operations**

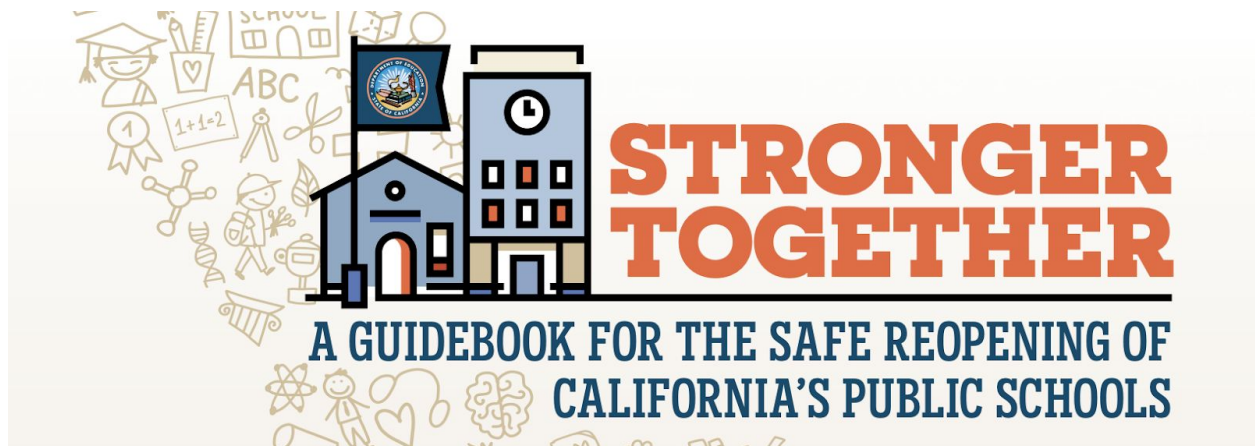
Maintaining effective and efficient operations by following best practices in the areas of:

- Facilities
- Budgeting and financial operations
- Human Resource Services
- Nutrition Services
- Technology infrastructure
- Other key systems and supports



### **State Guidelines**

The California Department of Education (CDE) has issued Guidelines for districts to reference when engaging their Reopening Plans. The CDE guidelines have been followed by LCUSD in the creation of its Reopening Plan. The CDE *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools* may be viewed [here](#).



### **Survey Results**

LCUSD has issued 5 surveys during its Reopening Planning Process. The survey results have informed the Reopening Plan. The survey results may be viewed [here](#).

## Reopening Committee

The following list comprises the names of the members of the LCUSD Reopening Committees:

### LCUSD Team

Joe Radabaugh, Board President  
Kaitzer Puglia, Board  
Brent Kuszyk, Board  
Dan Jeffries, Board  
Wendy Sinnette, Superintendent  
Mark Evans, Cabinet  
Anais Wenn, Cabinet  
Jamie Lewsadder, Cabinet  
Derek Ihori, Exec. Director of Special Education  
Allison Dalbeck, Counselor  
Emily Blaney, Principal  
Carrie Hetzel, Principal  
Cory Pak, Principal  
James Cartnal, Principal  
Jarrett Gold, Principal  
Derek Abrego, Staff  
Dina Loftus, Staff  
Billie Mellilo Staff  
Melissa Castillo, Teacher  
Mandy Redfern, Teacher  
Pam Watts, Teacher  
Jenny Franz, Teacher  
Katie Budde, Teacher  
Leslie Provenzano, Teacher  
Debbie Bedell-Au, Teacher  
Paige Salardino, Teacher  
Sue Cronon, Teacher  
Dan Yoder, Teacher  
Jeff Brookey, Teacher  
Dave Clausen, Teacher  
Alegra Inganni, CEC Representative

### Parent Team

Alice Choi, Elementary  
Bahareh Gordon, Elementary  
Brien Fox, Elementary  
Colin Moore, Elementary  
Greg Molinelli, Elementary  
Hannah Lee, Elementary  
Jamie Abrahamian, Elementary  
Jennifer Miller, Elementary  
Jessica Guerrero, Elementary  
Joy Royal, Elementary  
Rachel Koelzer, Elementary  
Aaron Wade, Secondary  
Angela Saverice-Rohan, Secondary  
Caroline Anderson, Secondary  
Holly Biondo, Secondary  
Janine Purdy, Secondary  
Josh Epstein, Secondary  
Kelly Davis, Secondary  
Kelly McWilliams, Secondary  
Lisa Haber, Secondary  
Matt Weber, Secondary  
Melinda Fulmer-Schulz, Secondary  
Mijung Konakov, Secondary

Applications for the LCUSD Elementary and Secondary Reopening Committees were requested by the Superintendents on May X, 2020. Members were selected to represent the full array of reopening perspectives as well as all of the school sites. The Review Committees initially met in member alike cohorts (parent and staff) and then according to Elementary and Secondary assignments. The first meetings were held on June 24 and 26, 2020. The Committees will continue to meet throughout Summer 2020.

# Curriculum and Instruction

## Schedules

### Recommended TK-6 Elementary Schedule

- Monday - Friday: Students attend 5 days a week in the AM or the PM
- Ratios are up to 1:15 (TK/K), 1:11 (grades 1-3), and 1:15 (upper grades)
- All Specials will be offered via asynchronous distance learning to be completed at home.
- Paraprofessional Support will be assigned to teachers, as available.
- TK/K: 170 in class instructional minutes, including PE each day
- Grades 1-6: 170 in class instructional minutes/day + 120 - 170 distance learning minutes/day

Schedule provides a staggered recess for students to be able to go outside

Grade	Arrival	Group A Hours	Group A Recess	Cleaning Teacher Lunch/Prep	Arrival	Group B Hours	Group B Recess
TK	7:50 - 8:00	8:00-11:05	TBD - Staggered with K on TK/K playground	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	TBD - Staggered with K on TK/K playground
K	7:50 - 8:00	8:00-11:05	TBD - Staggered by Cohort K Playground	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	TBD - Staggered by Cohort, K Playground
1st	7:50 - 8:00	8:00-11:05	9:10 - 9:25	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	1:15 - 1:30
2nd	7:50 - 8:00	8:00-11:05	9:10 - 9:25	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	1:15 - 1:30
3rd	7:50 - 8:00	8:00-11:05	9:30 - 9:45	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	1:35 - 1:50
4th	7:50 - 8:00	8:00-11:05	9:30 - 9:45	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	1:35 - 1:50
5th	7:50 - 8:00	8:00-11:05	9:50 - 10:05	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	1:55 - 2:10
6th	7:50 - 8:00	8:00-11:05	9:50 - 10:05	11:05 - 12:05	11:55 - 12:05	12:05 - 3:10	1:55 - 2:10

**\*Recess will be held in two separate locations (i.e. playground, MPR, etc.)**

PM Kids: 11:05 - 12:05	Student Lunch/Break at home
AM Kids: 11:05 - 12:05	Student Lunch/Break at home

At Home Distance Learning Experience:

**45 - 90 minutes of independent academic work at home daily**

**30 minutes of PE lessons/activities 4 days/week** - recorded or live

**30 minutes of technology 2-3 days/week** - computer specialists work together to create recorded and live digital citizenship, digital literacy, typing club, IXL, DreamBox, etc.

**30 minutes of library 2-3 days/week** - library specialists work together to create recorded and live read aloud, book club, book recs, book talks

**30 - 45 minutes of Art per week** - recorded lesson

**30 - 45 minutes of Music per week** - recorded lesson

**30 minutes of GATE or Spanish per week (optional)**



## Recommended Secondary Schedule - LCHS 7-12

Cohort 1 and cohort 2 each attend two days per week, every week. 50% loading of the student population daily. 6 period daily schedule, with Fridays as distance learning prep for the following week for teachers. Students receive recorded instruction and synchronously follow the bell schedule from home. Collaboration time for teachers on Fridays. Student Cohort 1 attends M/W, Cohort 2 attends T/Th.

Monday/Wednesday (Cohort A) Tuesday/Thursday (Cohort B)		Minutes	Friday
Arrival time for 0 period 7:30am-7:43am			Distance learning for all students
Period 0	7:43m-8:23am	40 minutes	
Arrival time for 1st period 8:10am-8:20am			Distance learning preparation for teachers
Period 1	8:30am-9:10am	40 minutes	
Period 2	9:15am-9:55am	40 minutes	
Period 3	10:00am-10:40am	40 minutes	
Break	10:40 am-10:50am	10 minutes	
Period 4	10:55 am-11:35am	40 minutes	
Period 5	11:40 am-12:20pm	40 minutes	
Period 6	12:25 pm- 1:05pm	40 minutes	
Grab and Go Lunch/Dismissal 1:05pm			
Teacher Lunch	1:05pm-1:35pm	30 minutes	
Distance Learning Student Check-In 1:50pm-3:20pm			

## Grading policy

LCUSD will return to its original grading policy used prior to school facility closures. The hold harmless policy will no longer be in effect, neither will the option to choose Credit/No Credit instead of letter grades.

## Instructional materials

Students will have access to textbooks both in hard copy and digital format. They will not share computers, textbooks or any instructional materials.

Students can access nearly all online resources through Classlink, LCUSD's online portal for students. Please visit [classlink.lcUSD.net](https://classlink.lcUSD.net) or find the blue cloud icon on all school websites in the top right hand corner.



Training and support for Classlink can be found at [help.lcUSD.net](https://help.lcUSD.net)

1. [Overview of Classlink](#)
2. [Webinar featuring a tour of Classlink](#)
3. [Basic troubleshooting guides](#)

## Requirements for distance learning

### LCUSD Distance Learning Requirements for 2020-2021: Elementary Edition

In order for the District to provide a high quality distance learning experience to all students, the following requirements will be followed:

- Communicate weekly overview (topics and goals, assignments, and information) by 8:00 a.m. each Monday through email, Google Classroom, Seesaw, etc.
- All TK-6 Virtual Academy teachers provide daily live synchronous instruction which will be accessed during the time students would be present in the classrooms had they been in school. Record each live session so that it can be accessed by students who are absent.
- Provide a minimum of 170 minutes of daily live instruction and interaction to each elementary AM/PM cohort. Dedicate an additional hour to support students who need help. Communicate the methods by which they can be reached during their office hours.
- Coordinate with colleagues and organize the daily delivery of asynchronous enrichment activities and PE instruction.
- Take attendance and monitor student participation daily. After 2 days of non participation, contact the parents to re-engage the student in his/her learning.

- Use Google Classroom or district-approved platform to post assignments and monitor student engagement. Administration and tech support will be added as co-teachers. Turn on the missing assignment notification in Google classroom.
- Make lesson resources (i.e. links, textbooks, apps) accessible via Google classroom or Classlink.
- Provide two forms of evidence of learning progress and issue feedback on assignments which cover essential standards and impact student performance in class. Feedback will include what the students are doing well and ways to improve, when appropriate.
- Use multiple modalities of presenting information to meet the needs of different types of learners.
- Respond to all emails and phone calls from students and parents by the end of the next school day to support home school connection.

### **LCUSD Distance Learning Requirements for 2020-2021: Secondary Edition**

In order for the District to provide a high-quality distance learning experience to all students, these requirements will be followed by teachers when they are providing both on-site and virtual learning experiences during (i.e. LCHS 7-12 is operating with both on-site and distance learning/instruction):

- Communicate their weekly plans (learning objectives, assignments, and information) to their students by 8:00 a.m. each Monday. This will include Friday bell schedule distance learning reinforcement, enrichment and/or review lessons for all students.
- Use Google classroom to post assignments and monitor student engagement.
- Establish a method through Google classroom to monitor participation and engagement daily. After 2 days of non participation, contact the parents to re engage the student in his/her learning.
- Provide recorded directed instruction that parallels what is happening in the on site instruction and is accessible according to the daily bell schedule. Distance learning classwork and homework should parallel on site classwork and homework in amount and duration.
- At minimum, hold office hours on allocated time on bell schedule to support students who need help. Communicate the methods by which teachers and counselors can be reached during their office hours.
- Provide feedback on assignments that cover essential standards and impact student performance in class. Feedback should include what the students are doing well and ways to improve, when appropriate. Minimum of two grades per week will be issued.
- Use multiple modalities of presenting information to meet the needs of different types of learners.
- Respond to all emails and phone calls from students and parents within two school days to support home school connection.
- Adhere to the existing homework policies to support student learning progress.

## Academic supports

At the elementary level, support will be provided during the school day in the classroom. If additional support is needed, teachers, administrators, and support staff will collaborate virtually with parents via conferences and/or SST meetings.

At LCHS, upon the end of school dismissal from class, the students will have from 1:50-3:20pm to virtually ask clarifying questions, receive remediation if needed, or other forms of support. Further academic support will be provided virtually to students by teachers, counselors, and administration via conferences and SSTs. Wellness checks will be conducted when students are missing from class more than 2 days without notice.

## Special Education

The District is committed to addressing the needs of students with disabilities to the greatest extent possible given the alternate schedules being developed for all students due to the COVID-19 pandemic. It is the District's intent to implement each student's IEP to the degree possible given the need to reduce the number of students in each classroom in order to maintain social distancing, utilize a combination of in-person and distance learning, and adjusted school hours. The District is aware that many parents prefer in-person instruction and therefore our focus is on having the ability to provide most, if not all, services within an in-person model.

The District is considering various models of service delivery at this time but final decisions will not be able to be made until it is known how many families districtwide will be committing to a hybrid model and how many would prefer to participate in a full distance learning model. The specifics regarding how services will be implemented will vary depending on each student's individual needs.

## English Language Learners

The needs of English Learners will be identified and support will be provided by the classroom teacher(s), the English Language Development (ELD) teachers, and/or the ELD Paraprofessionals. Designated ELD instruction will be provided by ELD level aligned to the ELD standards and will be provided in small-group settings and/or via asynchronous distance learning. Whenever possible, in-person instruction will be provided. English learners will have access to supplemental resources including but not limited to Brain Pop and Raz Kids Reading and Writing.

## Foster and Homeless Youth

The needs of foster and homeless youth will be identified and prioritized according to the district's instructional model. The Foster and Homeless Youth liaison will reach out to families to ensure students have the necessary resources to access in-person and/or virtual learning. Social emotional and academic needs will be met according to individual student needs.

## Teacher, Staff, and Parent Trainings

### Teacher and Staff Trainings

A variety of trainings will be provided to certificated and classified staff during summer as well as throughout the school year. The technology department in collaboration with Educational Services as well as the Human Resources department will provide trainings focusing specifically on virtual instruction using different technology tools and platforms and health and safety tips to be used at work. Teachers will also have the opportunity to work independently or with grade level colleagues during summer to design lessons, assessments and projects to be used during the school year.

The first week of August will feature 4-5 sessions per day where teachers can choose topics of high interest, along with 1 hour per day of an open session to debrief and share ideas. All sessions will be recorded and available for viewing anytime.

### Parent Education and Training

Parents were surveyed for topics of high interest. Based on those results, 4 live webinars were created and offered twice per week, with recordings available at:

<https://www.youtube.com/c/LCUSDMedia/playlists> and choose the Parent Tech Academy Playlist. Please consider subscribing to our channel so you'll receive notifications of new content.

## Parent Tech Academy Summer 2020

Returning this summer, we are excited to present our Parent Tech Academy (PTA 2.0) for all families. Based on your survey responses, we'll be offering a mix of topics through webinars, recordings, and online materials to support your learning. All webinars will be recorded for later viewing, and all sessions will have a Q&A feature. *Click on the dates to access the Zoom webinar on the day of the event.*

[July 7th at 7pm](#)

and

[July 9th at 1pm](#)



#### A parent's' guide to Classlink and LCUSD's digital resources:

Learn about the gateway to all of the LCUSD digital resources (Classlink) and what resources are available for summer use.

#### Ed-Tech Speak: A breakdown of most used apps for school and the language of school technology:

Are you ready for a crash course in the language of school tech? We'll also demo the most used apps.



[July 14th at 1pm](#)

and

[July 16th at 7pm](#)

[August 4th at 7pm](#)

and

[August 6th at 1pm](#)



#### Supporting your students with at home learning tips and tricks:

Gear up for the school year with ideas for routines, schedules, and techniques to support students with the learning

#### A parent's' guide to Google Classroom

Just in time for school starting, this session will introduce you to the platform that is used to push out assignments to students and how students turn in their work.



[August 11th at 1pm](#)

and

[August 13th at 7pm](#)

## Classroom set-up for social distancing

All classrooms will be set up with the appropriate number of desks to accommodate the required 6' social distancing among students and staff.

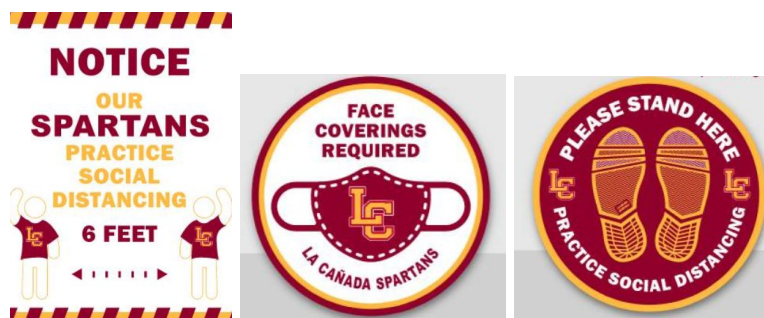
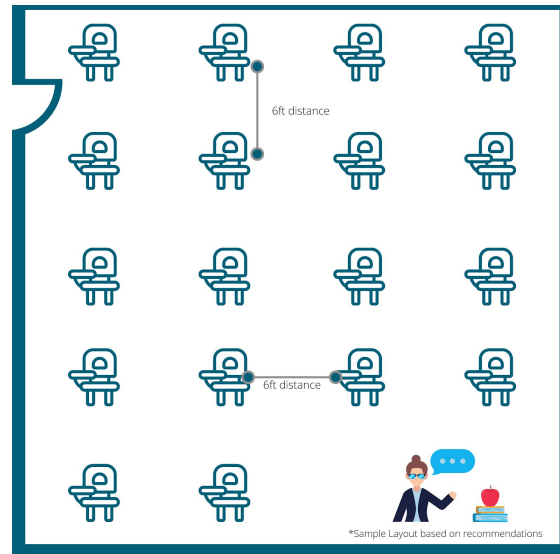
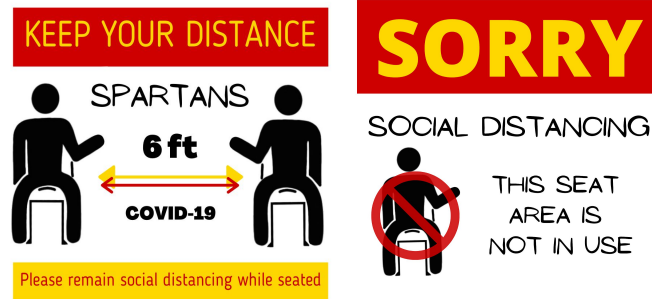
### **At Elementary School Sites:**

- Classroom furniture will be rearranged to meet the Social Distancing requirements.
- Student seats will be set up 6-feet apart from each other.
- Student desks will be oriented to face the same direction facing the teacher desk/podium at the front of the classroom.
- Extra furniture will be removed from the classroom to allow up to 15:1 students to teacher ratio.
- Reminder signs to wear face coverings will be placed in the classroom.

### **At LCHS:**

- We will need to rearrange most rooms to meet the COVID-19 Requirements of Social Distancing.
- Rooms will be set up with desks/seating 6-feet apart.
- Rooms will have to be oriented to face the same direction and the teacher's desk/podium at the very front ideally 10' from the first row of students.
- Teacher desks and extra furniture will be moved to allow for the social distanced desks. Some furniture will have to be stored and others can be caution-taped off.
- Desks not being used that remain in the room will have signs on them that say "DO NOT SIT HERE" and the desks will be taped off so they cannot be separated and moved.
- We will post signs that show where to stand if talking to the teacher.
- Reminder signs to wear face coverings will be placed in the room.
- Replace flexible furniture with traditional desks to allow for social distancing.
- Extra furniture will be removed or stacked to allow up to 18:1 students per teacher ratio square footage in the classroom permitting.

## Sample Signs to post in LCHS rooms



## Diversity, Equity, and Inclusion

LCUSD will continue with the work it started last year under the guidance of district consultant, Christina Hale-Elliott. The Educational Services Department will guide this work with principals implementing the identified activities/practices at each site.

Schedules are also being designed to ensure an equity of experience between the students who may enroll in a full online version compared to any on campus experience.

## Health and Safety

### COVID-19 Response Plan

If a student or staff member tests positive for COVID 19 the Principal should follow these steps:

Collect the following information (collected by site administrator):

- Name
- Age
- Parent/Guardian name (if student)
- Phone number
- Site location
- When did symptoms begin (if known)
- When was positive test
- What is the school program like
  - Masks required
  - Social distancing measures
  - Lunch time procedures
  - Recess procedures
  - Hand washing procedures
  - Drop off and pick up procedures
  - Frequency of interactions with others

### Contact District Office Staff

Point person will be determined from District Office staff

### District Office Staff contacts LA Dept. of Public Health

*Note: As this is considered a Health emergency/crisis at this time we are able to provide Personally Identifiable Information, PII, to the LA Dept. of Public Health per Public Health Order*

- Provide above information
- Get guidance from LA Dept. of Public Health regarding notification and quarantine necessity



## Notification

- If notification is required the District sends notification to the impacted families
  - County HCA provides letter
- Following that notification the principal sends a generic notification to the school community to quell the rumor mill
  - [Sample of notification](#)
  - [Sample of notification from OC HCA](#)
- Notify Unions

## Custodial Staff

- Sanitize classroom and areas student utilized
  - Need to notify plant foreman and custodian

## COVID-19 Visitor Protocol

Under normal circumstances LCUSD schools welcome visitors and volunteers to campus. The COVID-19 pandemic has brought about many changes to the way our schools will look and function during the upcoming school year. Safety is our number one priority, and we must do everything we can to prevent the spread of this disease and protect our students, staff, and families. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our schools during this pandemic.

### **Parent Volunteers and Visits:**

At LCUSD, we know parent support is a critical component of our community engagement and partnership. Unfortunately, during the pandemic, LCUSD schools will drastically limit parent volunteer activities and limit parent visitations during the school day until further notice. **Classroom volunteering will not be permitted.**

### **Visitor Protocols:**

Visitors to campus during the COVID-19 pandemic will be very limited. Whenever possible, every attempt should be made to meet via virtual platform (Zoom, Google Meet, etc.). If this is not possible, visitors will be limited to appointments only. Visitors to campus will be required to adhere to the following protocols:

1. Pre arrange for the appointment with the person being visited.
2. Complete pre screening measures by taking temperature at home.
3. Approved visitors must check in through the main office.
4. Sanitize hands upon entry.
5. Submit to a temperature check.
6. Wear a face covering at all times while at the campus.
7. Comply with social distancing norms.

Please note: If a visitor arrives on campus without a pre arranged appointment, he/she will be kindly asked to leave campus and follow Visitor Protocols to ensure the safety of our students, staff, and families.

Adjustments to the COVID-19 Visitor Protocols may be made throughout the year based on Public Health Guidelines.

**Student Materials and Off Campus Appointments:**

We encourage all families to ensure their student(s) have all the materials they need for the school day. Dropping off items for your student will no longer be an option. Students are discouraged from leaving campus for appointments during the school day. Doctor appointments and other off campus appointments should be scheduled outside the school day whenever possible. Families picking up students who must leave for an off-campus appointment will be required to follow specific exit and re-entry procedures as outlined in the Parent/Student Handbook and school websites.

**Substitute Teachers, Reading Intervention Specialists, and Outside Specialist:**

All Substitute teachers, Intervention Specialists and other specialists who work with students on a regular basis will be required to follow the Visitor Protocol.

**Parent Meetings/Conferences:**

All parent meetings including PTA/PTSA, Boosters, and Parent Teacher Conferences will be scheduled virtually until further notice.

**Personal Protective Equipment**

LCUSD school sites have an important role in slowing the spread of disease to help ensure students have safe and healthy learning environments as we begin the new school year. School sites will be provided with appropriate infection control materials and Personal Protective Equipment (PPE) to mitigate COVID-19 transmission by providing teachers, staff, and students with the right infection control materials and school health clerks, the district nurse, and designated staff with the appropriate PPE they need to safely work with and care for students.

***What are infection control supplies?***

Infection control supplies can prevent or stop the spread of infections. They can be divided into two categories:

- Cleaning and hygiene supplies and
- Personal Protective Equipment (PPE)

Cleaning and hygiene supplies are mainly used for hand and cough hygiene, cleaning, and disinfecting. Examples of these include:

- Hand soap and paper towels, for promoting hand washing,
- Hand sanitizer with at least 70% alcohol, for promoting hand hygiene,
- Cloth face coverings, which can slow the spread of infections such as COVID-19 by helping people who may have the virus from transmitting it to others,
- Gloves for cleaning

PPE is designed to protect the wearer or those nearby from the spread of illness-causing germs. When used properly, PPE acts as a barrier between infectious materials such as viral

contaminants and the wearer's skin, mouth, nose, or eyes. The barrier has the potential to block transmission of fluids or respiratory secretions.

***Supplies to be provided to each LCUSD school site:***

Infection control supplies will be distributed to all school sites and the district office to minimize the risk of exposure to COVID-19 for students, staff, and families. All LCUSD school sites and district office will receive an initial three-month (11 week) supply of infection control items that will continually be replenished as needed.

***Screening Thermometers & Hand Sanitizer***

Each school site will have several entry points where touchless thermometers will be used by staff to conduct daily screenings. Students will be expected to use hand sanitizer upon entering the school site. Hand sanitizer stands have been purchased and will be disseminated accordingly. Staff located at each entry point will be expected to wear a personal reusable cloth face covering and gloves.

***Health Offices:***

All LCUSD health offices will receive an initial three-month (11 week) supply of PPE items to be used by the district nurse, health clerks, and trained delegated staff. School site health offices will be provided with plexiglass barriers on countertops and desk tops to ensure the safety of students, staff, and families. An isolation health room has been established at each school site for students or staff displaying COVID-related symptoms while on campus. A separate area will be available on each campus to treat non-COVID-related issues such as injuries, medication dispensing, etc.

***Main Offices:***

All staff members working in each school site main office will also be provided with PPE items. Main offices will be provided with plexiglass barriers on countertops and desk tops to ensure the safety of students, staff, and families.

***Classrooms:***

***Elementary School Sites:***

All classrooms at the elementary schools have functioning sinks. Hand soap and paper towels will be provided for use in daily hand washing by students and teachers.

***Teachers:***

- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Disinfecting cleaner
- Tissues

***Students:***

- Personal reusable cloth face covering (provided by the district for those students who do not bring their own)

***Paraprofessionals assisting students in classrooms:***

- Personal reusable cloth face covering (provided by the district for staff who do not bring their own)

- One reusable face shield (optional)

### **LCHS 7-12**

There are no functioning sinks in classrooms at LCHS 7-12. All classrooms and rooms at the 7-12 will be provided with automatic hand sanitizer dispensers. Infection control supplies will be distributed to all classrooms as follows:

#### **Teachers:**

- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Disinfecting cleaner
- Tissues

#### **Students:**

- Personal reusable cloth face covering (provided by the district for those student who do not bring their own)

#### **Paraprofessionals assisting students in classrooms:**

- Personal reusable cloth face covering (provided by the district for those teachers who do not bring their own)
- One reusable face shield (optional)

### **Custodial Staff:**

All custodial staff will be provided with infection control materials and PPE items including:

- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Cleaning and hygiene supplies
- Disposable gloves

Custodial staff will clean and disinfect restrooms, health offices, main offices, classrooms, and high-touch surfaces throughout the day.

### **Nutrition Services Staff:**

All nutrition services staff will be provided with infection control materials and PPE items including:

- Two personal reusable cloth face coverings
- One reusable face shield (optional)
- Gloves
- Cleaning supplies

### **All other school and district staff:**

- Two personal reusable cloth face coverings
- One reusable face shield (optional)

Plexiglass barriers will be placed on countertops and desk tops in offices with high traffic volume as well as in some special education classroom settings.

## **Social and Emotional Supports**

### **Counseling services**

LCUSD will continue to provide school-based counseling services for our students. Counselors will be available at all LCUSD sites to support our students on a daily basis. If social distancing is not possible, appointments will be set up to work with students virtually. If there is a high need situation/emergency, an alternative space will be available for meeting in a social distanced fashion.

A link of COVID-19 Information and Resources Supports will be on each school's website to link to the page on the District site.

### **LCHS Wellness Center**

Counseling services will be available within the space given the social distancing requirements for private appointments. For health and safety reasons, the kitchen and common areas will be closed.

Students participating in online learning only will have access to counseling services remotely to support them.

### **Social and emotional lessons**

IFSEL will be working with staff to provide ideas and suggestions to utilize social and emotional activities during instructional time. Teachers will continue to build relationships and support students with social and emotional needs.

## **Family and Community Engagement**

### **New Family Orientations**

LCUSD's new family orientations will take place virtually during the 2020-2021 school year. The LCUSD administrators and parent volunteers will come together to host the orientation via Zoom/Google Meet. Student representatives will be included at LCHS and during those presentations, there will be multiple sessions informing parents of activities and programs available at LCHS.

### **PTA**

All elementary School PTA meetings, LCHS 7/8 PTA meetings, and LCHS PTSA meetings will be held virtually during the 2020-2021 school year. For more information about PTA at each site, please visit the following websites:

- [Paradise Canyon Elementary School PTA](#)
- [La Canada Elementary School PTA](#)
- [Palm Crest Elementary School PTA](#)
- [La Canada High School 7/8 PTA](#)
- [La Canada High School PTSA](#)

### **LCUSD Communication**

LCUSD uses a tool called Aeries Communication to deliver messages for outreach, information, and emergencies. Families can set up their communication and language preferences in the Aeries Parent Portal and also review all emails send from site and district administration. Many teachers also use this tool to distribute messages. Please login to the Aeries Parent Portal here:

[Directions to set language preferences](#)

LCHS will continue to send out weekly updates to students and families via Aeries communication about all things LCHS. In addition, LCHS will continue to post announcements, updates, and community building messages on its social media platforms. Please follow @lacanadahighschool on Instagram and @lacanadahigh on Twitter.

### **LCUSD Town Halls on Reopening Schools 2020-2021**

Town Halls to explain the Reopening Plan were held for Elementary and Secondary Teachers, Staff, and Parents on July 9, 2020. Questions from the Town Halls will be answered in a comprehensive FAQ and posted on the COVID-19 Response page on the District website. Future Town Halls will be held on an as needed basis in order to

help support transparent communication with regards to reopening the physical school campuses on August 17, 2020.

# Operations

## Daily Arrival and Departure Procedures

### **At Elementary Sites:**

Each elementary school site will have 2-3 check in locations around the school to welcome students each day. At each entry point, staff will conduct mandatory daily screening and temperature checks for all students and staff entering the campus. The AM cohort arrival check in will begin at 7:50 am, and the PM cohort arrival check in will begin at 11:55 am. Students arriving after the tardy bell will be directed to the front office to check-in.

Staff will be provided with the proper PPE to mitigate the risk of exposure to our students and staff. Staff will have contactless thermometers to check student temperatures, and students will have access to hand sanitizer before entering campus. Students and staff with a fever 100° or above or other COVID-19 symptoms will be sent home. Parents will be notified and asked to take the necessary precautions. We ask that each family please send your child to school with a face covering every day. It is imperative that parents teach children how to properly wear and remove a face covering. Students and staff are required to wear the face covering while on campus.

At the end of each dismissal time, parents will be able to pick up their children at designated dismissal areas. Students in grades 1-6 will be dismissed to carlines and/or to the front of school. TK/kindergarten students will be dismissed near the kindergarten gate. Support staff will monitor carlines and hallways to promote social distancing and proper face covering protocols.

### **At LCHS:**

LCHS will have six check in stations around the school to welcome students on campus. At each entry, staff will conduct mandatory daily screening and temperature checks of every person who enters our facilities. This will begin at 7:00am to welcome our 0 period students and staff, and continue until the beginning of 1st period. Students arriving to campus after the first bell will be directed to the front of the school to check in.

Staff will be provided with the proper PPE to mitigate the risk of exposure to our students and staff. Staff will have contactless thermometers to check student temperatures and wristbands to handout to indicate students have been screened, students will be required to wear the wristband while on campus (a new one will be given each day of screening). After being screened, students will have access to hand sanitizer before entering campus. Students and staff with a fever 100° or above or other COVID-19 symptoms will be sent home to self-isolate. Parents will be notified and asked to take the necessary precautions. We ask that each family please send your child to school with a face coverings every day he/she/they are on campus. It is imperative that parents teach children how to properly wear and remove a face covering. Students and staff are required to wear the face covering all day.



At the closing of the day, parents will be able to pick up their 7/8 students at the Turnaround and the 9-12 Students in the front of school. Hallways and stairways will be monitored to promote social distancing and proper face covering wearing protocols. Support staff will be stationed throughout the campus to prevent students gathering in large groups.

### Cleaning procedures

Custodial staff will clean and disinfect restrooms, health offices, main offices, classrooms, and high-touch surfaces throughout the day. School site Administrators will work with District office personnel to determine cleaning and disinfecting schedules at each site. Custodial staff will be working day shifts to increase capacity. Additional staff will also be trained to support custodial tasks.

**Elementary Sites:** At the elementary sites, custodians and trained delegated staff will be assigned to support the custodial crew with cleaning and disinfecting high-touch surface areas. During the 1-hour period between the AM and PM cohorts, staff will clean high touch surface areas and again before the AM cohort returns the next day. Regular cleaning schedules for restrooms, health offices, and other high touch areas will be created by school site Administrators to be addressed throughout the day.

**LCHS 7-12:** At the 7-12 custodians and trained delegated staff will be assigned to support the custodial crew with cleaning and disinfecting high-touch surface areas. This will occur between each class period and before the start of the next school day. Regular cleaning schedules for restrooms, health offices, and other high touch areas will be created by school site Administrators to be addressed throughout the day.

### Food services

Cafeteria staff will continue to provide meals for students at all sites. Meals will be provided on a grab and go basis.

**Elementary Sites:** At the elementary level, students on the morning schedule will be able to pick up a lunch to take and eat at home at the end of their day. Students on the afternoon schedule will be given lunch at the end of the day to have at home and ready to eat before coming into school the following day. All transactions will be verbal with staff recording student numbers rather than using keypads to enter codes.

**LCHS:** With the daily dismissal, students will be able to walk by the cafeteria to grab a pre-packaged meal. Staff will have lunches prepared in advance, and any students who wish to access the meal can stop by on the way home. Eating of meals will be off campus rather than congregating on the site. All transactions will be verbal with staff recording student numbers rather than using keypads to enter codes.

Due to the smaller numbers of students on campus at any given time, lunch preparations will be reduced. The staffing of the cafeteria will be less demanding. Staff who are not needed for the

daily operations in the cafeteria will be reassigned to assist with other operational tasks around the campus.

## Technology Support and Device Acquisition

All students will need a functional computing device to access curriculum, materials, and coursework for both in person and virtual tracks. It is recommended that a student have a Chromebook for use at home in grades K-4, and bring a Chromebook to school in grades 5-12. For students needing a Chromebook, they can request an equity device from the technology department.

There are recommendations for devices available here:

If you are unable to provide a Chromebook for your student, please complete this equity device request form:

[Equity Device Request Form](#)

## Appendix

### Resources and Reading Lists

In preparation for reopening, the LCUSD Administrative Team has referenced the following documents, guidelines, presentations, and articles.

Stronger Together: Guidebook for Reopening California's Schools (June 7th)

<https://content.acsa.org/covid-19-school-reopening/cde-stronger-together>

Summary Practices from Other Countries

[https://learningpolicyinstitute.org/sites/default/files/product-files/Reopening\\_Schools\\_COVID-19\\_Summary\\_Health\\_Safety\\_Practices\\_TABLE.pdf](https://learningpolicyinstitute.org/sites/default/files/product-files/Reopening_Schools_COVID-19_Summary_Health_Safety_Practices_TABLE.pdf)

Brookings Institute Review of Practices from Other Countries

<https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief>

California Department of Public Health Guidance for Schools (From June 5th)

<https://covid19.ca.gov/pdf/guidance-schools.pdf>

LA Public Health Guidance for Schools (Not yet released)

<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/GuidanceSchoolAdministrators.pdf>

Isolation Guidelines from LA Public Health

<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

Home Quarantine Guidelines from LA Public Health

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>