



LCUSD

Reopening Plan

Reopening LCUSD Schools
2020-2021

LCUSD: Framing The Reopening Discussion



FRAMING OUR REOPENING PLANNING

- Student, Staff, and Family Safety is our #1 Priority
- Expectations are high
- Opportunities for success are great
- Learning experiences have informed our planning
- Patience and flexibility are required
- Situational awareness on COVID-19 is critical

LCUSD Priorities for Reopening Planning



- LCUSD Priorities In Action:
 - Health and Safety
 - Social Emotional Wellness
 - 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
 - Student Access and Proficiency with Technology, Teacher Professional Development, and Parent Education
 - Sense of Normalcy (consistent schedules, childcare needs, strong communication)
 - Maintaining Fiscal Solvency

Progress to Date on Reopening Planning



In June, state and other agencies released guiding documents for school districts to use in their reopening planning

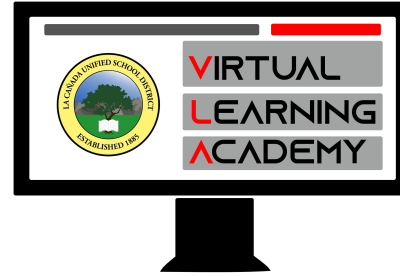
- Public Health Orders regarding reopening issued the week of July 6, 2020
- Hundreds of hours to date spent by District Administration on the logistics of reopening as nearly all school routines now require new procedures (i.e. schedules, arrival, dismissal, recess, visitors, etc.)
- The Reopening Committees are actively meeting
- PPE orders are coordinated and placed
- All campuses studied for loading capacity to determine class sizes in each given social distancing requirements; alternative spaces have also been assessed

Progress to Date on Reopening Planning



- **Other Essential Points of Clarification**
 - Private schools are not required to follow reopening orders and often their ratios provide for Full-Time Instruction
 - Public schools are required to bargain the effects of working conditions with their labor associations
 - Dozens of prototype schedules were reviewed before LCUSD tailored 8 for Reopening Committee Review
 - The Committee has recommended 2 models for elementary learning and 1 schedule for on-site learning at LCHS 7-12 in 2020-2021
 - Essential criterion were:
 - Academic Impacts
 - Health and Safety
 - Social Emotional Development
 - Operations and Logistics
 - Child Care Needs

LCUSD Elementary Schools Planning Two Quality Learning Experiences: #1 - The LCUSD Elementary Virtual Learning Academy



**...where academic rigor and safety come
together to provide the best
online learning experience**

La Cañada Virtual Learning Academy will provide a safe and robust learning experience for TK-6 grade students and families who feel that ultimate safety can only be guaranteed at home. Students will access the grade level curriculum through online instruction provided by our outstanding teachers, meet with peers and teachers through interactive zoom sessions, make virtual appointments with their teacher or counselor when needed, all without having to put their health and safety at risk. Sign up today to secure your spot!

Planning Two Quality Learning Experiences: #1 The LCUSD Elementary Virtual Learning Academy



What is La Cañada Virtual Learning Academy?

La Cañada Virtual Learning Academy is an online elementary learning program run by LCUSD. We understand that when school resumes in August some students will be unable to attend in person. With our unique structure, we will provide a superior online learning experience that will meet the needs of your child from the safety of your home.

How will the day be structured?

Students will get a daily schedule and follow it in order to participate in all classes. The teacher will communicate via google classroom and email. Zoom sessions will be used both for instructional and social emotional activities. Students will receive both synchronous and asynchronous instruction depending upon the lesson content. Content area instruction will be provided synchronously and extra curricular activities (Art, Music, GATE, Spanish, etc.) an PE asynchronously.

Planning Two Quality Learning Experiences: #1 The LCUSD Elementary Virtual Learning Academy



My child's course work is outside my area of knowledge, will there be resources for me as a parent to help my child?

Yes. Our teachers will provide content and instruction. Your role is to provide support and guidance to your student, not teach the content. However, we do know that you will want to help your student with coursework. Teachers will be available to answer questions and to point you towards helpful resources.

What will school look like for my K-6 student?

Elementary school students will receive 170 minutes of daily live synchronous instruction and interaction which will be accessed during the time they would be present in the classroom had they been in school, either an AM or PM Daily schedule. Teachers will communicate the methods by which they can be reached during their established office hours to provide additional student support. Students will also receive daily asynchronous enrichment activities and PE instruction.

LCUSD Virtual Learning Academy for 2020-2021: Elementary Edition

In order for the District to provide a high quality distance learning experience to students, the following instructional design will be followed in the LCUSD Virtual Academy (these requirements assume an LCUSD Virtual Academy has enough registrants to be implemented):

- Teachers will communicate a weekly overview (topics and goals, assignments, and information) to their students by 8:00 a.m. each Monday through district approved platform shared with parents and which remains consistent (email, Classroom, Seesaw)
- All Virtual Academy teachers will provide daily live synchronous instruction per cohort which will be accessed during the time students would be present in the classrooms had they been in school, either an AM or PM Daily Schedule.
- Provide a minimum of 170 minutes of daily live instruction and interaction per cohort. Teachers will communicate the methods by which they can be reached during their established office hours to provide additional student support.
- Coordinate with colleagues and organize the daily delivery of asynchronous enrichment activities and PE instruction.

LCUSD Virtual Learning Academy for 2020-2021: Elementary Edition

In order for the District to provide a high quality distance learning experience to students, the following instructional design will be followed in the LCUSD Virtual Academy (these requirements assume an LCUSD Virtual Academy has enough registrants to be implemented):

- 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. The missing assignment notification in Google classroom will be turned on.
- 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.

Progress to Date on Reopening Planning



- What will the LCUSD Virtual Academy deliver in terms of a student's instructional day?
- Similar student ratios
- During the student's school day schedule, there will be real-time live virtual instruction and interaction that spans the same 8:00 - 11:05 AM or 12:05 - 3:10 PM schedule as the students attending the physical school campus experience
- An AM or PM daily schedule with Specials (Art, Music, Computers, Library, GATE, and Spanish) and PE delivered asynchronously (sometimes "live") during the alternating ½ of the school day
- Core Curriculum practice and homework will also take place during the alternating ½ of the school day
- There will be a consistent dedicated teacher
- Opportunities to connect with the wider school culture on a virtual basis (e-Cougars, e-Lions, e-Panthers experiences)

Elementary Schools Planning Two Quality Learning Experiences: #2 Daily On Campus Instruction



Proposed 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 (Music, Art, Library, Computers, GATE, Spanish) and PE will be offered via asynchronous distance learning to be completed at home; Paraprofessional Support will be assigned to teachers as available; 170 minutes instructional minutes/day for 5 days/week & = 850 instructional minutes/week

The schedule provides a staggered recess for students to be able to go outside - zones will be assigned.

***To the extent possible, recess will be held in physically distanced locations (i.e. playground, MPR, etc.)**

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



Details - TK-6 Recommended Schedule

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

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

At Home Instructional Experience:

30 minutes per day of PE pushed out - each PE teacher creates live lessons every day for two grade levels so each AM and PM group gets live PE instruction (4 lessons per day for teachers)

30 minutes of technology every other day (computer specialists work together to create recorded and live digital citizenship, digital literacy, typing club, IXL, DreamBox, etc.) - computer specialists work together to create recorded, meaningful lessons

30 minutes of library every other day (library specialists work together to create recorded and live read alouds, book club, book recs, book talks)

30 - 45 minutes of Art one or more recorded lesson per week (Art specialists work together)

30 - 45 minutes of Music recorded lesson per week

30 minutes of GATE or Spanish (optional)

45 - 90 minutes of independent academic work at home daily



Elementary Schools Health Considerations Related to Reopening Planning



- At school grade level cohorts do not mix.
- Recess is staggered to assign locations/zones so that student cohorts do not mix.
- There is no on campus lunch (Grab and Go available from Cafeteria) so that cohorts will not mix at lunch.
- Face coverings are required for all students (TK-6), teachers, and staff.
- In classroom handwashing schedules will be developed.
- Bathroom routines will be developed by site to protect the cohort integrity.
- Teachers and staff will be provided with the full array of PPE.
- Wellness checks will be conducted at home prior to the arrival at school and then conducted by school staff as a part of daily check-in (temperature taking, hand sanitizer, etc.)
- Isolation centers will be created in addition to the Health Offices.
- Students will sit in rows, facing forward to the extent practicable.

Elementary Schools Health Considerations Related to Reopening Planning



- Behavior Management Protocols will be established (Bathroom access, paths of travel, Recess zones, Arrival and Dismissal zones) with supervision to prevent cohort mixing.
- There will be limited parent access to campus - meetings will be virtual except those which cannot be conducted remotely. In person appointments will be scheduled and will not last longer than 15 minutes to prevent high-contact exposure.
- Outbreak Management Plans will be clearly communicated to families. Contact Tracing will be conducted by the DPH. Please be advised that LCUSD would follow all HIPAA guidelines related to security and privacy with health reporting. Guidelines will clearly establish processes for classroom, building, and campus closures, notifications, and contact tracing protocols.

Progress to Date on Reopening Planning: School Will Function Differently



Progress to Date on Reopening Planning



- **Why is the development of the LCUSD Elementary On-line Academy required for the implementation of the recommended schedule?**
- With an AM/PM Daily Monday - Friday schedule, teachers on site will not have the opportunity to lead and develop the distance instruction/learning program for families who elect to have their students do 100% distance learning.
- Registration for the LCUSD Virtual Academy will launch on Friday, July 10, and close Sunday, July 26.
- Enrollment is for the entire 2020-2021 school year - unless we reach Stage 3 where it is safe for ALL students to return to campus on a regular schedule.

LCHS 7-12

Reopening Plan

Progress to Date



Academic Impacts - frequency of teacher contacts, student accountability and motivation, progressing through the curriculum with an equitable pace and quality of experience of all learners given the hybrid model, daily check-ins for on-cycle distance learners

Health and Safety - 50% loading (2 student body cohorts), 6' social distancing largely provided, average class sizes from 12 -18, students will sit in rows facing forward, no lunch (student mixing), class period length shorter than some models, provides opportunity for arrival wellness checks

Social Emotional Development - familiarity with daily demand schedule (normalcy), frequency of teacher contacts, schedule supports wellness and counseling services

Operations and Logistics - cohort mixing presents a challenge, intensive behavior management will be required

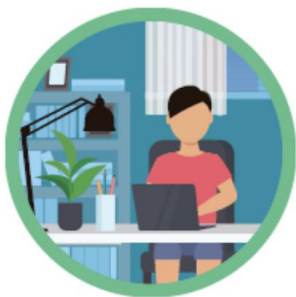
Child Care Needs - not ideal, but there is consistency for planning purposes, longer than ½ day schedule

BACK-TO-SCHOOL TIPS

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

LOWER RISK

HIGHER RISK



Virtual classes, activities, and events



Small, in-person classes, activities, and events with virtual options when possible



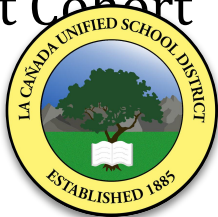
Normal sized, in-person classes, activities, and events




cdc.gov/coronavirus

Recommended Secondary Schedule - LCHS 7-12

- Cohort 1 and cohort 2 each attend two days per week, every week. Student Cohort 1 attends M/W, Cohort 2 attends T/Th.
- 50% loading of student population daily.
- 6 period daily schedule - 40 minute periods.
- Parallel progress through curriculum for at-home and at-school instruction.
- Fridays as instructional days for students and distance learning preparation for teachers for the upcoming week. Students follow the bell schedule from home and access the recorded lessons.
- Collaboration time for teachers is part of Friday's schedule. Student Cohort 1 attends M/W, Cohort 2 attends T/Th.



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

Friday
Distance learning for all students - access period by period recorded lessons according to the bell schedule.
Distance learning preparation for teachers for the following week of instruction.


LCUSD Distance Learning Requirements for 2020-2021: Secondary Edition

In order to provide a high-quality, consistent distance learning experience to all students, these requirements will be followed by teachers:

- 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 instruction, 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.



LCUSD Distance Learning Requirements for 2020-2021: Secondary Edition

In order to provide a high-quality, consistent distance learning experience to all students, these requirements will be followed by teachers:

- 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 by the close of the next business day to support home school connection.
- Adhere to the existing homework policies to support student learning progress.



Considerations with the Recommended Schedule



Other considerations given the recommended schedule:

- 5 minute passing periods are manageable given there will be no lockers assigned and we need students to proceed quickly to their next class
- 40 minute classes ensure time for direct instruction and guided practice - independent practice will be assigned to students to further their learning at home
- There is a parallel design and progression in the curriculum for both the on-campus and distance experience - the distance learning is not a generic experience provided by a curriculum vendor
- The after-school check-ins provide a structured opportunity for teachers to check for understanding, reteach, hold office hours, etc. with the cohort who engaged in distance learning that day
- During the hybrid model, for those students who are 100% distance learners arrange for weekly personal check-ins

Immediate Next Steps For Reopening Planning



Final Steps for Reopening Planning Include:

- Confirm Elementary Schedule will be maintained if there was a shift to 100% Distance Learning and Instruction
- The Secondary Reopening Committee will recommend a daily bell schedule should LCHS 7-12 need to pivot to 100% distance learning and instruction along with corresponding distance learning requirements to guarantee a consistent high-quality distance learning experience for students.
- After July 14th, LCUSD School Board review and adoption of the reopening plan, update the Board with any plan modifications.
- Bargain the effects of working conditions with LCTA and CSEA.



LCUSD

Reopening Plan
2020-2021

Narrative Plan
Documentation
Attached