



**MINUTES  
REGULAR BOARD MEETING  
July 22, 2020**

5:00 p.m. - Closed Session

6:00 p.m. - Open Session

The meeting was conducted via teleconference

To view the video, click [here](#)

As authorized by the Governor's Emergency Executive Order issued on March 12, the Santa Rosa City Schools Board of Education will conduct Board of Education meetings by video conference until further notice. For more information, please visit our district's webpage at [srcschools.org](http://srcschools.org).

**Attendance Taken at 5:00 PM:**

Present:

Alegria De La Cruz

Laurie Fong

Jenni Klose

Stephanie Manieri

Jill McCormick

Omar Medina

Ed Sheffield

**A. CALL TO ORDER (5:00 PM)**

The meeting was called to order at 5:00 PM.

**A.1. Public Comment On Closed Session Agenda (To comment on the closed session agenda, please email Melanie Martin at [mmartin@srcs.k12.ca.us](mailto:mmartin@srcs.k12.ca.us) prior to 5:00 on Wednesday, July 22, 2020. Your comment will be directed to the Board.)**

There were no public comments on the closed session agenda.

**B. RECESS TO CLOSED SESSION**

The Board entered closed session to discuss the items on the closed session agenda.

**B.1. Public Employee Appointment/Employment [Gov. Code 54957]**

**B.2. Public Employee Performance Evaluation (Title of employee being reviewed: Superintendent, Deputy Superintendent, Assistant Superintendent, Principals, Vice Principals, Assistant Principals, Directors, Coordinators) [Gov. Code 54957]**

**B.3. Conference With Labor Negotiator: Classified Chapter 75 [Gov. Code 54957.6]**

**C. RECONVENE TO OPEN SESSION (6:00 PM)**

The meeting reconvened at 6:00 PM.

**C.1. Pledge of Allegiance**

President Fong led the Pledge of Allegiance.

**C.2. Report of Actions Taken In Closed Session**

There was no Report of Action during Closed Session

**C.3. Items Considered In Closed Session for Action In Open Session**

There was no action taken.

**C.4. Statements of Abstention**

There were no statements of abstention.

**C.5. Adjustments to Agenda**

There were no adjustments to the agenda.

**C.6. Public Comment On Non Agenda Items (Please refer to our website at [srcschools.org](http://srcschools.org) for instructions on giving public comment during our remote board meeting)**

The following individual addressed the Board: Amber Robinson.

**C.7. Student Board Member Loyalty Oath of Office**

President Fong administered the Oath of Office to Santa Rosa City School's new student board member, Omar Lopez.

**D. REPORTS**

**D.1. CA School Employee Association (CSEA) Report**

No report was given.

**D.2. Santa Rosa Teachers Association (SRTA) Report**

A report was given by SRTA President, Will Lyon.

**D.3. Superintendent Report**

A report was given by Superintendent, Dr. Kitamura.

**D.4. Board President Report**

A report was given by Board President Laurie Fong.

**D.5. CSBA Report**

No report was given.

**D.6. Made in Santa Rosa Foundation (MiSR) Report**

A report was given by Trustee, Jill McCormick.

#### **D.7. Ad Hoc Committee on School Resource Officer Report**

A report was given by Board President Laurie Fong and Assistant Superintendent Steve Mizera.

### **E. DISCUSSION / ACTION ITEMS**

#### **E.1. (Action) Approval for Resolution Declaring the Instructional Method Including Remote Learning for the First Quarter of the 2020-2021 School Year**

Dr. Kitamura presented the Resolution for Declaring the Instructional Method for Remote Learning to the Board.

Public comment was made by the following individuals: Mark Newmann, Kelley Sbarbaro, Kyle Thompson, and Tyson Ruzler.

**Motion Passed:** Motion to approve the Resolution Declaring the Instructional Method Including Remote Learning for the First Quarter of the 2020-2021 School Year. Passed with a motion by Jill McCormick and a second by Stephanie Manieri.

Yes Alegria De La Cruz

Yes Laurie Fong

Yes Jenni Klose

Yes Stephanie Manieri

Yes Jill McCormick

Yes Omar Medina

Yes Ed Sheffield

Student Board Member preference vote: Aye

#### **E.2. (Action) The Santa Rosa City Schools Return to School Plan will be presented to the Board of Education for Final Review and Approval**

Superintendent, Dr. Kitamura presented The Santa Rosa City Schools Return to School Plan to the Board of Education for final review and approval.

The following individuals addressed the Board during public comment: Micah-Carlin Goldberg, Kelly Sbarbaro, Rebekah Rocha, Maura Ryan, Margaret Buhn, Jennifer Averbuck, and Wyen Lee.

**Motion Passed:** Approval of The Santa Rosa City Schools Return to School Plan. Passed with a motion by Jill McCormick and a second by Stephanie Manieri.

Yes Alegria De La Cruz

Yes Laurie Fong

Yes Jenni Klose

Yes Stephanie Manieri

Yes Jill McCormick

Yes Omar Medina

Yes Ed Sheffield

Student Board Member preference vote: Aye

**E.3. (Action) Approval of a Memorandum of Understanding (MOU) reached with Santa Rosa City Schools and the California School Employees Association, Chapter 75 regarding COVID-19 for 2020-2021**

Superintendent, Dr. Kitamura presented the Memorandum of Understanding (MOU) reached with Santa Rosa City Schools and the Santa Rosa Teachers Association (SRTA) regarding COVID-19 and the Return to School for 2020-2021 to the Board of Education.

**Motion Passed:** Approval of Memorandum of Understanding (MOU) that was reached with Santa Rosa City Schools and the California School Employees Association, Chapter 75 (CSEA 75) collective bargaining representatives regarding COVID-19 2020-2021. Passed with a motion by Jill McCormick and a second by Alegria De La Cruz.

Yes Alegria De La Cruz  
Yes Laurie Fong  
Yes Jenni Klose  
Yes Stephanie Manieri  
Yes Jill McCormick  
Yes Omar Medina  
Yes Ed Sheffield

Student Board Member preference vote: Aye

**E.4. (Action) Approval of a Memorandum of Understanding (MOU) reached with Santa Rosa City Schools and the Santa Rosa Teachers Association (SRTA) regarding COVID-19 and the Return to School for 2020-2021**

Superintendent, Dr. Kitamura presented the Memorandum of Understanding (MOU) reached with Santa Rosa City Schools and the Santa Rosa Teachers Association (SRTA) regarding COVID-19 and the Return to School for 2020-2021 to the Board of Education.

The following individuals addressed the Board during public comment: Kelley Sbarbaro, Amy Bowen, and Veronica Jordan.

**Motion Passed:** Approval of the Memorandum of Understanding (MOU) reached between SRCS and SRTA regarding COVID 19 Pandemic and the Return to School (RTS) plan. Passed with a motion by Alegria De La Cruz and a second by Ed Sheffield.

Yes Alegria De La Cruz  
Yes Laurie Fong  
Yes Jenni Klose  
Yes Stephanie Manieri  
Yes Jill McCormick  
Yes Omar Medina  
Yes Ed Sheffield

Student Board Member preference vote: Aye

### **E.5. (Action) First Reading, Potential Waiver of Second Reading, and Approval of Revised Board Policy 7310 - Naming of Facilities**

Proposal of revised Board Policy 7310- Naming of Facilities was brought before the Board of Education by Trustee Medina.

The following individuals addressed the Board during public comment: Mike Van der Porten, Micah Carlin-Goldberg, Norma Bracco, Ross Hause, Ann West, Charli Kurtly, Chris Bertozzi, Nikki Winovich, Charlie Seymour, Debi Cardozo, Katheryne Stoural, Mike Persinger, Rosa Martinez, Deborah Ramos, and Christine Snyder.

#### ***A motion to extend the meeting was made during this Board item.***

Discussion by the Board of Education started with Director Klose speaking about the history of BP 7310 to name facilities after living people in addition to having community involvement when a proposed change is made. Director McCormick spoke about her opposition to change the BP 7310 from "shall to may" when having community participation during the process of selecting names. Director Manieri spoke in support of naming a facility after George Ortiz; however, the process of changing Board Policy should not exclude community involvement. Director De La Cruz spoke about taking the opportunity to make positive changes in renaming facilities Board by keeping the word "shall" in the Board Policy but remove the word "citizen" and replace it with "community." Director Medina stated his proposed change in the Board Policy was meant to align with past practice in renaming facilities. Director Sheffield noted that he is in support of honoring local heroes and would like to commit to making changes to renaming school facilities. Student Board Member Lopez spoke about his appreciation in the proposed removal of the word "citizen" in the BP 7310 and stated that even a small change could make a big impact. President Fong restated the Board's Mission/Vision regarding student empowerment iterating the need for student involvement.

Board Policy 7310 with Amendments is attached to the minutes.

**Motion Passed:** Approve revised Board Policy 7310 with amendments. Passed with a motion by Omar Medina and a second by Stephanie Manieri.

Yes Alegria De La Cruz

Yes Laurie Fong

Yes Jenni Klose

Yes Stephanie Manieri

Yes Jill McCormick

Yes Omar Medina

Yes Ed Sheffield

Student Board Member preference vote: Aye

### **E.6. (Public Hearing) Rename James Monroe Elementary School as George Ortiz Elementary School**

The Public Hearing for the renaming of James Monroe Elementary School as George Ortiz Elementary School was tabled.

**Motion Passed:** Approval of the motion to table the Public Hearing for the renaming of James Monroe Elementary School as George Ortiz Elementary School. Passed with a motion by Jenni Klose and a second by Jill McCormick.

Yes Alegria De La Cruz

Yes Laurie Fong

Yes Jenni Klose

Yes Stephanie Manieri

Yes Jill McCormick

Yes Omar Medina

Yes Ed Sheffield

Student Board Member preference vote: Aye

#### **E.7. (Action) Approval of Resolution 2020/21-05 Renaming James Monroe Elementary School as the George Ortiz Elementary School**

The approval of Resolution 2020/21-05 Renaming James Monroe Elementary School to the George Ortiz Elementary School was tabled.

**Motion Passed:** Approval of the motion to table the Resolution to rename the James Monroe Elementary School to the George Ortiz Elementary School. Passed with a motion by Jenni Klose and a second by Jill McCormick.

Yes Alegria De La Cruz

Yes Laurie Fong

Yes Jenni Klose

Yes Stephanie Manieri

Yes Jill McCormick

Yes Omar Medina

Yes Ed Sheffield

Student Board Member preference vote: Aye

### **F. CONSENT ITEMS**

**Motion Passed:** Approve items F.2 through F.15. Passed with a motion by Jill McCormick and a second by Ed Sheffield.

Yes Alegria De La Cruz

Yes Laurie Fong

Yes Jenni Klose

Yes Stephanie Manieri

Yes Jill McCormick

Yes Omar Medina

Yes Ed Sheffield

Student Board Member preference vote: Aye

#### **F.1. Approval of Absent Board Members**

There were no absences to approve.

#### **F.2. Approval of Personnel Transactions**

Approved by vote on consent agenda.

**F.3. Approval of Vendor Warrants**

Approved by vote on consent agenda.

**F.4. Approval of Donations and Gifts**

Approved by vote on consent agenda.

**F.5. Approval of Contracts**

Approved by vote on consent agenda.

**F.6. Approval of Development Group Inc. CMAS Proposal for Backup and Storage Equipment Refresh**

Approved by vote on consent agenda.

**F.7. Approval of Development Group Inc. CMAS Proposal for Disaster Recovery Data Center Computing Solution Purchase and Installation**

Approved by vote on consent agenda.

**F.8. Approval of Seesaw Learning Contract**

Approved by vote on consent agenda.

**F.9. Approval of Resolution 2020/21-002 for the Use of 2019/20 Education Protection Account (EPA) Funds**

Approved by vote on consent agenda.

**F.10. Approval of Resolution No. 2020/20-03 requesting fund transfer under article XVI, section 6 of the State Constitution to borrow funds from the Sonoma County Treasurer as needed during the 2020-21 Fiscal Year**

Approved by vote on consent agenda.

**F.11. Approval of Collaborative Education Consulting Firm Contract**

Approved by vote on consent agenda.

**F.12. Approval of Provisional Internship Permit Application (PIP) for Adolfo Saldana**

Approved by vote on consent agenda.

**F.13. Approval of Proposed Job Description for COVID-19 Coordinator**

Approved by vote on consent agenda.

**F.14. Approval of Revised Job Description for Coordinator of State and Federal Programs**

Approved by vote on consent agenda.

**F.15. Approval of the Child Nutrition Services (CNS) Meal Contracts for the 2020-2021 School Year**

Approved by vote on consent agenda.

**G. APPROVAL OF MINUTES**

**G.1. Approval of Minutes of the Regular Board Meeting Held On July 8, 2020**

**Motion Passed:** Approval of the minutes of the Regular Board Meeting held on July 8, 2020. Passed with a motion by Jill McCormick and a second by Alegria De La Cruz.

Yes Alegria De La Cruz  
Yes Laurie Fong  
Yes Jenni Klose  
Yes Stephanie Manieri  
Yes Jill McCormick  
Yes Omar Medina  
Yes Ed Sheffield

#### **H. BOARD MEMBER REQUESTS FOR INFORMATION**

Director Medina requested information on Education Code 41030, Foundation Fund.

#### **I. INFORMATION ITEMS**

**I.1. Future Board Discussion Items**

**I.2. Board Conduct and Code of Ethics**

**I.3. Educational Acronyms and Abbreviations**

**I.4. AR 5148.21 Child Care temporary enrollment protocol priority during COVID-19 Pandemic**

**I.5. Ridgway High School WASC Accrediting Commissions Letter**

**I.6. Update on the Surplus Property Advisory Committee to Make Recommendations to the Board of Education Regarding the Sale of the Fir Ridge Parcel (APN 173-620-030)**

**I.7. Williams Settlement Quarterly Report**

#### **J. ADJOURNMENT**

The meeting was adjourned at 10:29 PM.

---

Alegria De La Cruz, Clerk of the Board





**Resolution No. 2020/21-04**  
**Date: July 22, 2020**

**Santa Rosa City Schools**  
**Resolution Declaring Instructional Method for 2020-2021 School Year**

**WHEREAS**, Section 34 of Senate Bill 98 (“SB 98”), signed by the Governor on June 29, 2020, addresses the ability of Local Educational Agencies (“LEAs”) to offer distance learning in the 2020-2021 school year; and

**WHEREAS**, Education Code Section 43503 subparagraph (2) of subdivision (a) was added by SB 98 to allow LEAs to offer distance learning under either of the following circumstances:

“(A) On a local educational agency or school wide level as a result of an order or guidance from a state public health officer or a local public health officers.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, who are self-quarantining because of exposure to COVID-19.”; and

**WHEREAS**, on June 26, 2020, both the State Senate and Assembly issued letters to the Senate Journal for the purpose of clarifying the intent of SB 98, as it relates to distance learning (“Clarifying Letters”); and

**WHEREAS**, the Clarifying Letters state that Section 34 of SB 98 was intended to provide LEAs with flexibility in determining how K-12 instruction would be provided to meet the needs of students, families and the community during the COVID-19 pandemic such that LEAs would have discretion to adopt a distance learning, hybrid, or mixed-delivery instructional model; and

**WHEREAS**, both the State Senate and Assembly acknowledged in the Clarifying Letters that while the intent of the Legislature was for LEAs to offer in-person instruction in the 2020-2021 school year to the greatest extent possible, Education Code Section 43503(a)(2)(A) was not intended to require an LEA to seek out or receive approval from a state or local public health officer prior to adopting a distance learning model, but to simply consult and collaborate with state or local public health officials in making this determination; and

**WHEREAS**, the Clarifying Letters also stated that it was not the Legislature’s intention to prevent an LEA from adopting a distance learning, hybrid or mixed-delivery instructional model to ensure safety, but rather to give LEAs flexibility to determine what instructional model the LEA will adopt during the COVID-19 pandemic, taking into account the needs of their students and staff, and their available infrastructure, provided the model adheres to an applicable state or local public health order or guidance; and

**WHEREAS**, the June 12, 2020, Sonoma County Roadmap to Reopening Schools incorporates the state and local public health guidance that Sonoma County LEAs must follow; and

**WHEREAS**, the Governing Board of the Santa Rosa City Schools ("District") has reviewed the Sonoma County Roadmap to Reopening Schools and acknowledges the 2020-2021 Santa Rosa City Schools Return to School Plan was developed using it as a guide.

**WHEREAS**, the Governing Board of the "District has reviewed the 2020-2021 Santa Rosa City Schools Return to School Plan in determining which instructional model best meets the needs of the District, its students and staff, in light of the District's available infrastructure and safety concerns.

**NOW THEREFORE, BE IT RESOLVED THAT**, the Governing Board of the District has determined that at this time in-person direct instruction cannot be provided as stated in the Santa Rosa City School Return to School Plan and in compliance with the Sonoma County Roadmap to Reopening Schools.

**NOW THEREFORE, BE IT RESOLVED THAT**, the Governing Board of District directs the Superintendent to conduct an evaluation with the Return to School Plan Executive Committee using the Return to School Plan guiding principles, and the safety and health criteria prior to end of the first quarter of instruction to determine if in-person direct instruction can be provided at the start of the second quarter.

**BE IT FURTHER RESOLVED THAT**, the Governing Board of the Santa Rosa City Schools has determined that in-person direct instruction will not be offered as an available instructional model for the first quarter of the 2020-2021 school year.

**BE IT FURTHER RESOLVED THAT**, the Governing Board of the District will be offering the following instructional methods during the 2020-2021 school year:

- (A). Distance Learning
- (B). Learning House
- (C). Hybrid Model
- (D). Full in-person direct instruction at school
- (E). Independent Study
- (F). Home and Hospital

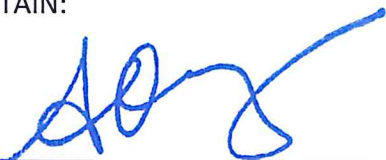
**PASSED AND ADOPTED** by the Governing Board of the District as its meeting on the 22<sup>nd</sup> day of July, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Alergia De La Cruz, Clerk of the Board  
Santa Rosa City Schools



2020-21

# DRAFT RETURN TO SCHOOL PLAN

Key considerations developed collaboratively by Santa Rosa City Schools and its stakeholders, based on guidance from the Sonoma County Department of Health Services, California Department of Education, the California Department of Public Health, and the Sonoma County Roadmap to a Safe Reopening



## SRCS Return to School Plan 2020-21



### ACKNOWLEDGMENTS

Since October 2017, Santa Rosa City Schools has endured fires, smoke, power shut-offs, floods, and the start of the COVID-19 pandemic, causing our students to miss up to 76 days of instruction. Returning to school in 2020-21 in the shadow of the pandemic will be a daunting task for all of us. I am confident our district will meet this challenge like the others we have faced, with strength and a commitment to serve our students and our greater community.

This Return to School Plan is created with the intent to provide our students with an equitable, accessible and engaging educational experience; to prevent further learning loss; and to make meaningful connections to all we have been through in this community and the uncertainty that is ahead of us. Thank you to everyone listed below for helping to create a thoughtful and comprehensive plan to safely return to school, whether in-person or online. Where there is challenge, there is opportunity. We look forward to starting this new year together.

*Dr. Diann Kitamura*  
*Superintendent*

#### **Board of Education**

Laurie Fong, President

Ed Sheffield, Vice President  
Jen Klose, Director  
Stephanie Manieri, Director

Alegria De La Cruz, Clerk  
Omar Medina, Director  
Jill McCormick, Director

# SRCS Return to School Plan 2020-21

## Superintendent

Dr. Diann Kitamura

## District Administration

Rick Edson, Deputy Superintendent

Dr. Anna Guzman, Assistant Superintendent

Steve Mizera, Assistant Superintendent

Stacy Spector, Assistant Superintendent

## Return to School Committee Members

### **Executive Committee**

Diann Kitamura  
Rick Edson  
Anna-Maria Guzman  
Stacy Spector  
Steve Mizera  
Will Lyon  
Kathryn Howell  
Margie BradyLong  
Betty Garcia  
Tammy Affonso  
Linda Zabala  
Rand Van Dyke  
Tim Zalunardo  
Beth Berk  
Kristen Vogel  
Katie Barr  
Amber Williams

### **Instruction - High**

Kimberly Clissold  
Monique Luke  
Adrian Bica  
Lori Fletcher  
Eduwiges Llamas - Co-chair  
Tim Zalunardo - Co-chair  
Cathy Wisor  
Darylo Coryell  
Katie Yzaguirre  
Lorna McBade  
Carolyn Kirtley  
Chelsea Matthew  
Dean Haskins  
Tim Gilligan  
Jason Andrews  
Mayra Sosa  
Jim Rudesill  
Alan Petty  
Annie Scully  
Casey Cunningham

Kimberlee Case  
Corey Lott  
Marlena Hirsch  
Hollie Retzinger  
Keith Rhinehart  
Tiffany Jahnke  
Brian Halloran  
Scott Wallach  
Regina Coston  
Lauren Frost  
Anjuli Hollman  
Kris Bertsch  
Doug Benenson  
Kyla BradyLong  
Matt Bringedahl  
Jim LaFrance  
Michelle Dalsing  
Griselda Gil  
Ana Frias  
Kevin Snyder  
Kelley Sbarbaro  
Omar Lopez  
Munta Murad  
Blake Pead  
Elsie Owen  
Sonya Bierbaum  
Ava Parmelee  
Capri Quattrocchi  
Jackson Comiskey

### **Instruction - Middle**

Vicki Zands  
Jason Matlon  
Trish Delzell  
Sonya Randrup  
Jesse Damian - Co-chair  
Elizabeth Evans  
Eric Lofchie  
Kaesa Enemark - Co-chair  
Alisa Lund

Russ Maney  
Lola Ruzzo  
Becky Ennis  
Kevin Bower  
Angela Ghigliazza  
Robin Clark  
Stacy Fong  
Deborah Ramos  
Barbara Gay  
Meaghan King  
Ian Myers  
Kris Ackerman  
Nikki Kumasaka  
Jessica Ozbirn  
Ami Katz  
Cristin Tuidar  
Tammy Axthelm  
Monica Franey

### **Instruction - Elementary**

Katheryn Stoural  
Brad Coscarelli  
Brett Wilson  
Jeanine Wilson  
Indy Monday  
Lorrie Clarke  
Rebekah Rocha  
Julia Cooper  
Aida Diaz  
Alisa Haley - Co-chair  
Kelley Dillon - Co-chair  
Lindsay Smith  
Nicholo Atup  
Kathy Mallamo  
Ross Hause  
Sophia Nguyen  
Kristina Espenship  
Debbi Crapeau  
Cynthia Spigarelli  
Kate Gillespie

## SRCS Return to School Plan 2020-21

Tara Lyon  
Mary Anna Maloney  
Gretta Klosevitz  
Pam Karbowski  
Danielle Miller  
Mary Bedient  
Victoria Nelson  
Tiffany Millea  
Hannah Matteson  
Jennifer Averbuck  
Holly Toomians  
Jean Salazar  
Valerie Johnson  
Kristin Colgrove  
Andrea Rojas  
Kayla Tindall  
Veronica Poling  
Paul Poling  
Michelle Mertz  
Rachel Friedman  
Justin Seidenfeld  
Kate Gros-Balthazard  
Elizabeth Irving  
Daniel Phelps  
Manza Atkinson  
Natalie Brunamonte  
Nick Stephenson  
Lindsay Lerro  
Adrian Juarez  
Maria Arango  
Margarita Salgado  
Laura Smith-Joerger  
Bill Singer

### **Health & Safety**

Stacy Desideri  
Valerie Jordan  
Evelyn Anderson  
Kelley Cook  
Cindy Brennan - Co-chair  
Erik Oden - Co-chair  
Patty Turner  
Lynnette Casey  
Mercedes Zipperle  
Sandy Garcia  
Dawn Baskin  
Cheryl Closser  
Amanda Sessoms  
Renee Clay  
Sangmo Witzman  
Heather Ginnever  
Terrie Smith  
Nora Parajon  
Brett Ainsworth  
Ana Spiker  
Tawni Johnson  
Hannah Hofmann  
Angela Bonner  
Urjita Parekh  
Vanessa Loken Ruiz  
Lindsay Conachy  
Tracey Eaton  
Cynthia King

### **Childcare**

Sydney Smith - Co-chair  
Mary Pappas - Co-chair  
Debi Cardozo  
Janel Plack

Beth Munns  
Lisa McKee  
Joshua Lewis  
Elizabeth Irving  
Jeanelle Payne  
Ereal Ignacio  
Gabriela Mathiesen  
Amber Robinson  
Barbara Phillips  
Amber Heidtke  
Michelle Edwards  
Holly Cumbie  
Sheila Pereira

### **Distance Learning for Compromised**

Laura Hendrickson  
Allie Greene  
Rani Goyal - Co-chair  
Elizabeth Evans - Co-chair  
Jennifer Rodriguez  
Laura Hudgins  
Jeanna King-Ruppel  
Olivia Smith  
Susan Markcity-Bernard  
Maragaret Buhn  
Darcy Analora  
Sasha Oster  
Cynthia Podesta  
Rosalinda Brady  
Heather Brigstock  
Pam Van Halsema  
Heather Thompson  
Julie Promes

# SRCS Return to School Plan 2020-21

## Table of Contents

(Section headings are clickable links)

<b>GLOSSARY OF TERMS</b>	<b>5</b>
<b>INTRODUCTION</b>	<b>8</b>
<b>PURPOSE OF THIS PLAN</b>	<b>10</b>
<b>EXECUTIVE SUMMARY</b>	<b>11</b>
<b>PLAN CONSIDERATIONS AND GUIDING PRINCIPLES</b>	<b>12</b>
<b>HEALTH AND SAFETY</b>	<b>14</b>
Student Absences and Attendance	22
<b>COMMUNICATION</b>	<b>27</b>
<b>SOCIAL-EMOTIONAL WELLNESS</b>	<b>29</b>
<b>LEARNING CONTINUITY</b>	<b>32</b>
Grading and Assessments	38
Elementary Model and Schedule - Hybrid AA/BB Model	41
Secondary Model and Schedule - Hybrid AA/BB Model	42
Distance Learning or Intermittent Distance Learning Model (School Closure) Models	46
Learning House (Full-Time Distance Learning)	55
<b>SPECIAL EDUCATION</b>	<b>67</b>
<b>ENGLISH LEARNERS</b>	<b>70</b>
<b>INSTRUCTIONAL TECHNOLOGY</b>	<b>83</b>
<b>EXTRA-CURRICULAR ACTIVITIES (ATHLETICS, CLUBS, FIELD TRIPS)</b>	<b>85</b>
<b>PROFESSIONAL DEVELOPMENT AND TRAINING</b>	<b>89</b>
<b>CONCLUSION</b>	<b>91</b>
<b>APPENDIX</b>	<b>92</b>



## GLOSSARY OF TERMS

**Asynchronous Learning:** learning occurs at different times and at a different pace without real-time interaction between student and teacher

**Authentic assessment:** is the measurement of "intellectual accomplishments that are worthwhile, significant, and meaningful" as contrasted to multiple choice standardized tests. Authentic assessment can be devised by the teacher, or in collaboration with the student by engaging student voice

**Cohort:** an academic cohort consists of a group of students working together in the same class, progressing through the same academic curriculum

**COVID-19:** a mild to severe respiratory illness that is caused by a coronavirus; is transmitted chiefly by contact with infectious material (e.g. respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure

**CSEA:** California School Employees Association, the SRCS chapter is the SRCS Classified Chapter 75

**DELAC:** District English Learners Advisory Committee

**Designated ELD:** an instruction provided during a time during the regular school day for focused instruction on the state-adopted ELD standards to assist English learners to develop critical English language skills necessary for academic content learning in English

**Distance Learning:** a method of teaching and learning where teachers and students do not meet in a brick and mortar classroom but instead use online resources and virtual classrooms

**ELD:** English Language Development

**Elementary School:** a school that traditionally serves grades Kinder Academy (KA or Transitional Kindergarten) through 6th grade

**Essential Standards:** standards that are a carefully selected subset of the total list of the grade-specific and course-specific standards within each content area that students must know and be able to do by the end of each school year in order to be prepared to enter the next grade level or course

**Flipped Learning/Flipped Classroom:** a model of learning where students receive remotely the directions and assignments, materials, and readings/videos prior to in-person instruction. When students are on campus, learning is provided through active and engaging and robust opportunities for students to practice and demonstrate their learning

**Home and Hospital:** Home and Hospital instruction is to provide instruction to a student with a temporary disability in the student's home or in a hospital. The program is considered temporary where students can



## SRCS Return to School Plan 2020-21

reasonably be expected to return to regular day classes or the alternative education program without special intervention.

**Hybrid Model:** combines face-to-face and online teaching into one cohesive experience. A portion of the students are in-person on-campus learning, while the other portion of students work online or remotely

**Independent Study:** Independent Study is an alternative to classroom instruction consistent with a school district's course of study

**Integrated ELD:** instruction in which the state-adopted ELD standards are used in tandem with the state-adopted academic content standards. Integrated ELD includes specifically designed academic instruction in English

**Interdisciplinary:** involving two or more academic, scientific, or artistic disciplines

**Learning House Model:** a learning model in which students work 100% remotely by participating in smaller groups of students; groups are district-wide and instruction is online

**Learning Module:** a tool that provides course materials in a logical, sequential order guiding students through the content and assessments in the order specified by the instructor

**Mitigate:** to cause to become less harsh or hostile; to make less severe or painful

**Pandemic:** an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population

**Performance task:** any learning activity or assessment that asks students to perform to demonstrate their knowledge, understanding and proficiency

**Personal Protective Equipment (PPE):** personal protective equipment, commonly referred to as "PPE"; worn to minimize exposure to hazards that cause serious injuries or illnesses

**Secondary School:** schools serving middle grades (7-8) and high school grades (9-12)

**Social Distancing:** maintaining a greater than usual physical distance from other people or avoiding direct contact with people or objects in public places during a pandemic in order to minimize exposure and reduce the transmission of infection

**Social Emotional Learning:** is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**Social Emotional Wellness:** is the ability to identify and manage emotions, express empathy, form healthy relationships, make responsible decisions and cope with stress

## **SRCS Return to School Plan 2020-21**

**Socratic Seminar:** a formal discussion, based on a text, in which the teacher asks open-ended questions opening discussion that challenges students to read closely, think and write critically, and articulate their thoughts clearly and respectfully

**SRCS:** Santa Rosa City Schools

**SRTA:** Santa Rosa Teachers Association

**Staggered Schedule:** a school schedule that allows for staggered drop-off/pick up times and school class schedules in order to accommodate social distancing recommendations

**Synchronous Learning:** learning that occurs concurrently with other students and that happens live or in real time

# INTRODUCTION

As a result of the COVID-19 pandemic and state of emergency declared by Governor Gavin Newsom, Santa Rosa City Schools (SRCS) suspended in-person learning on March 26, 2020. There is an understanding that we are in a time of unprecedented change for our educational system. It is incumbent on our community to take concrete steps forward based on the best information available. We face unparalleled challenges to meet many of the needs of our students, families, staff, and school communities. Santa Rosa City Schools is choosing to view this challenge as an opportunity to design a Return to School Plan, also SRCS's Continuity of Learning and Attendance Plan, with equity and innovation at its core.

Since March, our superintendent, Dr. Diann Kitamura, has been meeting regularly with County Superintendent Steve Herrington and other local Superintendents, as well as Dr. Sundari R. Mase, Health Officer for the County of Sonoma. Dr. Kitamura served on the School/Health Committee charged with creating the [Sonoma County Roadmap to a Safe Reopening Ext. Website](#)

Before the 2019-20 school year ended, SRCS sent surveys to all families and staff about their situation and preferences for 2020-21, and received more than 2,400 responses. Family and staff input was also the focus of a June 3rd Special Board Meeting video conference that was attended by more than 450 people.

In May, SRCS convened an Executive Committee (EC) and several subcommittees to make recommendations for the creation of the Return to School Plan for the 2020-21 school year. The EC includes representatives from the Santa Rosa Teachers Association (SRTA), the Santa Rosa Classified Chapter 75 (Classified 75), school site administrators, and district office administrators. The subcommittees included Health and Safety, Distance Learning for Health Compromised, Childcare, Elementary Instruction (KA-6), Middle School Instruction (7-8), and High School Instruction (9-12). The committees included students, parents, classified staff, certificated staff, and administrative staff, totaling 220 members.

Each subcommittee established protocols, procedures, and meeting schedules to discuss, research, and prepare recommendations to present to the Executive Committee for inclusion in the final version of the plan. To further assist with this process, SRTA convened weekly focus groups (130 participating members) to help inform this work. Additionally, both SRCS and SRTA surveyed stakeholders garnering input and guidance on the development of the plan. SRCS Classified Chapter 75 is currently in the process of also surveying their members in order to provide feedback.

A Return to School Executive Committee Working Group was convened to create the draft version of the Return to School plan, which was further developed by the Executive Committee,

## SRCS Return to School Plan 2020-21

the Executive Cabinet, and negotiations with SRCS Classified Chapter 75 - classified staff and SRTA - certificated staff.

Name of Group	Meetings	Links to Sub Committee Work
Distance Learning for Compromised	<ul style="list-style-type: none"> <li>7 full steering committee</li> <li>3 planning/document editing meetings co-chairs</li> </ul>	<a href="#">DL-Compromised Sub-Committee Agenda and Notes</a>
High School Instruction	<ul style="list-style-type: none"> <li>12 full subcommittee</li> <li>1 planning/document editing meeting co-chairs</li> <li>1 committee meeting with Spanish speaking parents</li> </ul>	<a href="#">High School Instruction Sub-Committee</a>
Health and Safety	<ul style="list-style-type: none"> <li>Full subcommittee</li> <li>Work Group</li> <li>Co-Chair</li> <li>Work on Final Document and Writing Group</li> </ul>	<a href="#">Health and Safety Sub Committee</a>
Elementary Instruction	<ul style="list-style-type: none"> <li>4 Subcommittee meetings with breakouts into working groups</li> <li>1 planning meeting</li> </ul>	<a href="#">Elementary Sub-Committee</a>
Middle School Instruction	<ul style="list-style-type: none"> <li>4 Subcommittee meetings with working group breakouts</li> <li>2 planning meeting and analysing of data</li> </ul>	<a href="#">Middle School Working Groups</a>
Childcare	<ul style="list-style-type: none"> <li>Seven full Subcommittee meetings at 1-2 hours each</li> <li>2 Co-chair planning</li> </ul>	<a href="#">Child Care working group</a>
Executive Committee	<ul style="list-style-type: none"> <li>Eight Executive Committee meetings at 1.5 to 2.5 hours each.</li> </ul>	<a href="#">Agenda and Notes</a>

## **PURPOSE OF THIS PLAN**

This document is intended to identify solutions that make transitioning between online-only and various scenarios of in-person instruction as seamless as possible. They are based on the best available public health data at this time, national and international best practices, and the practical realities of managing school operations.

Understanding that we are in a state of constant change, we have identified a number of possible school schedules that can be used or modified as conditions permit. Modifications contained here are necessary to minimize the loss of learning and to ensure necessary health and safety efforts continue, such as social distancing and facility cleanings.

School sites, with oversight from the district office, will need to further develop and refine plans to address their unique needs and circumstances. New daily school operation procedures will need to be established to include health screening, increased hygiene measures, and social distancing protocols. Student, class, and school schedules including extracurricular activities as well as room usage will need to be reconsidered as we prepare to return to school to provide instruction in varied modes.

Each subsection that follows contains the articulation of a vision that is informative for all stakeholders. This vision conveys the confidence that Santa Rosa City Schools can provide an exemplary educational experience, even in these unprecedented times.

## EXECUTIVE SUMMARY

The Return To School (RTS) plan has been developed to outline a variety of actions necessary to reopen schools during the COVID-19 pandemic. Every effort has been made to create a plan that is reasonable and practical while maintaining a balance between a safe learning environment and effective teaching models.

Safety and health, both mental and physical, are of paramount importance, and the District is preparing to adhere to all county and state health orders. To appropriately share safety strategies, reasonings, and expectations with families, students, and staff, the District recognizes the importance of consistent, timely communications, which will be available in a variety of formats including translation to Spanish.

In evaluating effective instructional models, this plan recognizes that learning includes academic and social-emotional components, and specifically addresses practices and resources to meet the needs of our students and staff. This includes a thoughtful professional development plan to support staff in meeting the needs of our students.

The majority of students are expected to remain at their school of attendance and engage daily in a **Hybrid** education model. Schedules are provided to allow for as much in-person instruction (Required by CA Assembly Bill 98) as possible, understanding that there will be changing conditions throughout the school year. Online components will be carefully incorporated to meet essential standards.

A **Learning House** model will be offered for students and families requesting a completely online learning model that has been designed to build a community of online learners. Teachers will work together in “pods” to create interdisciplinary units. This community will build on the skills necessary to engage with content and build agency along the way. Real-world projects and authentic assessments that integrate their core subjects and electives are key to this strength-based community. Intervention and enrichment are also embedded in their process of learning. This online learning takes place at home. Students attend school online, five days a week, with scheduled learning time.

**Distance Learning** model is designed to provide a traditional education similar to a brick and mortar experience. The difference is all teaching will be done virtually and course work will be provided via Google Suites for grade 4-12 and Seesaw grades KA-3. Students will be taught virtually every day except for Wednesdays where they will have a virtual check-in. Students enrolled in Distance Learning will still be attached to their home school.

## SRCS Return to School Plan 2020-21

For both Hybrid and Learning House instructional models, providing one-to-one technology for students, with support and connectivity as needed, is essential. In the spring of 2020, SRCS distributed over 4,000 chromebooks and 1,200 Internet hotspots. SRCS is currently preparing to move to a 1:1 Chromebook take-home model for the 2020-21 school year.

Santa Rosa City Schools is committed to providing equity and access to all learners. Specific sections in this plan delineate efforts to ensure English Learners, Students with Disabilities, Foster Youth, and Homeless students are provided the necessary supports to be successful. The District recognizes that all learners deserve a safe, accessible, engaging, and equitable educational experience in which they can thrive academically, physically and emotionally.

## PLAN CONSIDERATIONS AND GUIDING PRINCIPLES

### Considerations

The collaboration of the Return to School Committee allowed many stakeholders to come together sharing their ideas and lending their voice to the process. Out of that work, six consistent themes came forward that are listed as the considerations for the development of the plan. These themes are:

<b>Connection</b>	<ul style="list-style-type: none"><li>• Social-Emotional Wellness as a priority</li><li>• Connection to community partnership</li><li>• Relationship building</li><li>• Transitions back to school</li></ul>
<b>Instruction</b>	<ul style="list-style-type: none"><li>• Clear expectations</li><li>• Essential Standards</li><li>• Flexible instructional strategies</li><li>• Assessment to guide instruction</li><li>• Access to support and intervention</li></ul>
<b>Safety</b>	<ul style="list-style-type: none"><li>• Follow County Health Guidelines</li><li>• Create safety protocol and systems</li><li>• COVID training for students, parents &amp; staff</li><li>• A point person for COVID-related topics</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• Provide technology access for all students</li><li>• Provide technology support for students and families</li><li>• Consistency with platforms and apps</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Consistent communication via one platform</li><li>• Staff/Teachers use the same platforms for communication with students and parents.</li><li>• Frequent, often and centralized</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Staff need ongoing time for learning, planning, collaborating</li><li>• Time to design lessons/curriculum together, vertically with, grade level/departments, district-wide</li><li>• Allow for some in-person training for families</li></ul>

## SRCS Return to School Plan 2020-21

Santa Rosa City Schools' *Return to School Plan* was developed in alignment with the following:

- [Sonoma County Health Orders](#)
- [CDC Cleaning Guidelines](#)
- [California Department of Education Opening Guidelines](#)
- [Sonoma County Roadmap to a Safe Reopening Ext. Website](#)
- [CA Senate Bill 98: Education Finance Trailer Bill](#)

And in with consideration and input from the following:

- Return to School Subcommittees' Information (see above)
- [Staff Survey](#)
- [Parent Survey](#)
- [Santa Rosa Teachers Association Survey](#)

### Guiding Principles

Santa Rosa City Schools has created this plan taking into consideration a wide range of input and requests. These overarching principles inspired by our 220 members of the Return To Schools Committee serve as our guide through the decision-making process.

- Safeguard the health and safety of students and staff
- Comply with the State, County Health Department, and CDC guidelines
- Consider feedback from diverse and multiple sources
- Ensure equitable access to teaching and learning:
  - Prioritize the needs of most vulnerable students
  - Ensure students have individualized check-ins at least once a week
  - Provide consistent online experiences
- Leverage resources to address achievement and opportunity gaps
- Adhere to while remaining flexible with RTS plans for “in-school” and “at-home” learning strategies
- Make informed decisions to revise the RTS plans as needed using an [inclusive and fair decision-making process](#)
- Leverage community resources to enhance RTS plans
- Foster student learning and progress
- Reduce negative or unintended consequences
- Maintain positive learning environments





## HEALTH AND SAFETY

---

Based on the extensive work in the **Health and Safety Subcommittee**, these overarching recommendations serve as our guide.

- Clearly defined, fully funded and staffed, student and staff COVID screening system
- Clearly defined roles and procedures for campus/class/office sanitation
- Clearly defined policy for all Personal Protective Equipment (PPE) and remedies for non-compliance
- Clearly defined processes and protocols for student and staff movement on campus, including but not limited to: busing, in-class, passing periods, lunch, recess/break, and before/after school
- COVID safety training for staff, student, parents, and community
- Adequate funding for sanitation facilities, policies, and practices at every site

The Health and Safety recommendations focus on the student/staff health and safety, sanitation, and preparation and maintenance of all facilities. There are expectations for overall safety for students, staff, parents, and the community. Together, we can lower the risk of the spread of COVID-19 and promote a positive and nurturing learning environment for our students.

All recommendations are based on mitigating risk and following the stages set out by our County Public Health Officer, [Center for Disease Control](#), and other scientific and educational authorities. The District will be flexible and responsive to change. Cleaning and safety standards, by best effort, will adhere to current recommendations.

## SRCS Return to School Plan 2020-21

### Health and Safety Communication Information

Providing regular and transparent communication within the school community is critical to building and maintaining trust, especially during these stressful times. Communications will be provided in multiple formats to address the need for multiple languages and alternative communication methods based on the target audience. The formats include but are not limited to communications through ParentSquare, telephone, text messaging, email, video-conferencing, flyers, website, social media including FaceBook, Twitter, and Instagram, and in-person. Family Engagement Facilitators and Student Activity Workers will also provide parent-student outreach to ensure communication.

The District will designate a COVID-19 Coordinator who will:

1. Coordinate notification of staff, students/parents (following Public Health Guidelines) when there has been a COVID-19 exposure at a school site or other district worksite
2. Collect and report data to the Sonoma County Public Health Office
3. Be a single point of contact for concerns and questions from staff, parents, and students via a telephone, email or video conferencing during the day
4. Provide Contact Tracing in conjunction with Public Health guidelines
5. Provide for the dissemination of related communications
6. Set up COVID-19 related training for students, parents, and staff. This will include training on pre-screening and self-assessments protocols to determine when students or staff should remain at home instead of coming to a school site or other district worksite.

The school site administrator (Principal in most cases) or the district office department directors will act as their respective site or department lead to inform and receive information from the COVID-19 Coordinator.

### Promoting Behaviors that Reduce the Spread of COVID-19

Using multiple resources listed above, Santa Rosa City Schools has adopted the following steps to promote healthy behaviors to reduce the spread of COVID-19.

- **Stay home when appropriate.** This applies to students, staff, parents, and members of the community.
- **Educate staff about when they should stay home, families about when their child(ren) should stay home, and when either staff or a student can return to work or school**
  - Require employees and students who are sick or who have recently had close contact (longer than 15 minutes) with a person with COVID-19 to stay home.

## SRCS Return to School Plan 2020-21

- o Students and staff will continue to report their absences when they need to stay home.
  - For staff members, please contact your [Human Resources Technician](#) if you need to stay out for more than 3 days due to a COVID-19 exposure or have been diagnosed with COVID-19.
  - Staff and students should stay home if they or a member of their household has tested positive for or are showing COVID-19 symptoms.
- **Follow the Sonoma County Public Health Orders and the Sonoma County Roadmap to Safe Reopening's criteria that will guide Students and Staff on when to return to work.**

### Hygiene and Etiquette

Videos, flyers, and onsite demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. Staff monitors may be placed in all school restrooms to ensure compliance, especially with younger students.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The District has purchased and received an adequate supply of hand sanitizer, with 70% alcohol content, for all classrooms and offices at every district site.

Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

### Personal Protective Equipment and Supplies

Face coverings are required for all persons (staff, students, parents, or community members) who are at any district or school site. The District has purchased an ample supply of face masks. Staff will also be provided with the option of a District purchased face shield. Shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety. (e.g. DHH students/teachers or anyone who is incapacitated and is unable to remove their face covering without assistance). Plexiglass barriers will be provided for high-traffic school site main office areas and district office locations.

Face-covering may be removed during breaks during designated times and in designated areas. Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times.

## **SRCS Return to School Plan 2020-21**

Training will be provided for students and staff in the proper use and etiquette of all face coverings. (This includes flyers, posters, accessible videos, and in-person training.)

SRCS will continue to monitor and update requirements for face coverings based on guidance from the Sonoma County Roadmap to a Safe Reopening.

The District will provide adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (children under 9 years old should use hand sanitizer under adult supervision), paper towels, tissues, disinfectant wipes, gloves, face coverings or shields.

### **Signs and Messages**

Signs that promote protective measures will be posted in visible locations throughout the District. These include, but are not limited to, self-assessment of possible COVID-19 symptoms/exposure, when to stay home, proper use of PPE, access to training and where to obtain more information, and direction for hallways and common areas. Information will be provided in English and Spanish.

Using their public announcement (PA) systems, school sites and district office locations will broadcast regular announcements on reducing the spread of COVID-19.

### **Cleaning and Disinfection**

Custodial staff at Santa Rosa City Schools have been thoroughly trained in the proper cleaning of frequently touched surfaces (e.g. playground equipment, door handles, desks, sink handles, drinking fountains) within the school.

Schedules will be set up to provide for cleaning during the day and to provide increased cleaning and to disinfect due to COVID. Schedules will be shared with all stakeholders. Cleaning supplies will continue to be stored away from children. [Cleaning Schedule](#)

The use of shared objects (e.g., gym or physical education equipment, art supplies, toys, musical instruments, computers) will be significantly limited at this time unless they can be cleaned after a single-use. In addition, there will be no shared school supplies. Site administration, with staff, will develop a list of basic supplies that cannot be shared amongst students. The list is limited to items students use each day but cannot be shared now (for example: crayons, pencils, glue, scissors, paper, rulers). Each cohort keeps their own recess equipment. Staff engaged in cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection in addition to PPE as required by product instructions.

Outdoor activities, including instruction, will be encouraged. Students should come prepared for increased outdoor activities. They should wear layers of clothing or bring additional clothing.

## **SRCS Return to School Plan 2020-21**

Ventilation systems have been checked to be in working order and will be monitored for proper operation. Santa Rosa City Schools will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) Merv 13 filters on the regular replacement cycle. The district uses filters above industry standard at all of our schools sites and the district office. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. Portables and/or other rooms without adequate central HVAC and windows and doors that open to the outside, shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

### **Water Systems**

To minimize the risk of waterborne illnesses, [steps](#) have been taken to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after the prolonged facility shutdown. Drinking fountains will be cleaned and sanitized regularly, but staff and students will be encouraged to bring their own water to minimize the use and touching of water fountains.

### **Modified Classroom Layouts**

Spatial diagrams have been created for all SRCS classrooms. Seating at tables or desks is spaced at least six feet apart. The six foot space is relevant to the distance between people; portions of desks or tables may be within the six foot distance between people. Floors have been marked to indicate the appropriate placement of desks to ensure proper distancing.

#### **[Sample Modified Classroom Layout](#)**

Where the required spacing is not possible, the use of other space will be considered as well as other barriers.

Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks, rerouting traffic, or installation of plexiglass or other types of dividers.

For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other SRCS staff), at least one "Safety Room" per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing.

The number of persons allowed in the restrooms at one time will be established based on social distancing requirements based on the size of the restroom including available stalls. This may

## **SRCS Return to School Plan 2020-21**

involve staff monitoring or limiting access to restrooms. Signage and short videos will be provided to educate staff and students on the safe use of restrooms.

### **School Bus Transportation**

Measures will be implemented to reduce risk on the school bus. Student arrival times and onsite class time may be modified to comply with distancing guidelines. Students and staff will wear face coverings at all times on a bus. Students will be screened for symptoms before getting on the bus including temperature checks. Bus windows shall be kept open whenever possible to maximize ventilation. Student seating and space between riders will follow county and state guidance adhering to social distancing protocols as required. [Protocols from West County Transportation Agency](#) will be disseminated and followed once finalized.

Physical guides, such as tape on floors or sidewalks and signs on walls, will be added to ensure that staff and children practice social distancing while waiting in line or boarding buses. Buses will be filled from the back to the front to lessen potential contacts.

### **Common Spaces**

Common or shared spaces such as cafeterias, libraries, and playgrounds will operate with staggered schedules that are determined by the site administrators. The schedules will promote social distancing guidelines to ensure staff and student safety while in these areas.

### **Food Services**

When necessary, meals will be individually plated or “grab and go” meals will be delivered to classrooms, outdoors, or in a cafeteria. (Even if food is delivered to classrooms, students should go outside to eat, so masks can be removed). Food carts/kiosks in multiple locations on the campus will aid in safe food distribution. If common areas such as dining halls and cafeterias are used, students will be safely separated by cohorts while maintaining the social distance standards with proper disinfection after each use.

Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.

Divided mealtimes (for breakfast, snack, and lunch) will be implemented by site administrators. Classified staff may assist with the monitoring of various eating locations.

Additional trash/composting containers will be used to accommodate the various eating areas.

## **SRCS Return to School Plan 2020-21**

Meals will be provided regardless of the learning model that is implemented both for students on-site and those participating through the Learning House model. Meals will be provided as “Grab and go” to ensure social distancing guidelines can be followed.

### **Maintaining a Healthy Work and School Site**

#### **Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**

Distance Learning may be offered for students who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19.

Students in this category will contact their principal and may be directed to the “Learning House” program to receive their educational program.

Staff members requesting accommodations related to COVID-19 shall notify their immediate supervisor and contact their [Human Resources Technician](#). Criteria for COVID-19 related leaves can be accessed in the Leave Section of this document.

#### **Symptom Assessment**

Parents will be required to keep sick students or students who have had close contact with a person with COVID-19 at home. The same will hold for staff members.

Staff and students will safely and respectfully receive a temperature check before they enter any SRCS facility. Each school or office will develop their own school entry plan which will identify: the location for entry, the procedures for temperature checking and the personnel who will conduct the temperature checks. Each school site plan will be submitted to the COVID-19 coordinator for approval.

There will also be a COVID-19 self-checklist protocol in place that students, staff, and parents are required to follow. The self-check can be accessed by following this link: [SRCS Self Assessment Checklist](#). It will also be posted at all schools and district work sites. For students who are unable to perform their own self-assessment, the parents will be required to assist with the assessment before the student arrives at the campus.

Anyone, staff or student, who shows symptoms of COVID-19 will be denied entry to an SRCS facility. For students and staff who are already on-site, see the section on *Isolation and Quarantine*.

## **SRCS Return to School Plan 2020-21**

### **Isolation and Quarantine**

Staff and students should self-monitor throughout the day for symptoms of illness. Persons exhibiting a fever of 100.4 degrees or higher, or who have a cough or any other COVID-19 symptoms, will be isolated on the campus in the designated room. Students exhibiting symptoms will be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility. School nurses and other office health staff should use CDC's "Standard and Transmission-Based Precautions" when caring for sick people.

### **Visitors to Campus**

Nonessential visitors, volunteers, and community members will be asked not to come to an SRCS site unless a virtual option (e.g. video conferencing) is not available. Anyone entering a SRCS campus will be subject to the same precautionary measures including a temperature check and COVID-19 Self-Check protocol as outlined above.

Attendance at staff meetings, IEPs, back to school nights, parent/teacher conferences, 504 meetings, and SST meetings may be held remotely, if possible. Santa Rosa City Schools will ensure that technology is available for students/parents to participate in remote meetings.

### **Student Groups and Cohorts**

SRCS will endeavor to make elementary student and staff groupings as static as possible by having the same group of students stay with the same staff (all day for young children, and as much as possible for older elementary students).

For secondary, students will be grouped in "A" or "B" cohorts and possible reduction of classes per day from six to three.



## **SRCS Return to School Plan 2020-21**

### **Student Absences and Attendance**

Any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 must stay home in accordance with state and local health directives. Per Education Code 48205, student absences due to illness or quarantine are considered excused absences.

When a student is absent for COVID-19 reasons, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted to their school but is not required. The student may return to school when they submit a clearance from their doctor to their school. The school will submit the clearance for the student to return to the COVID-19 Coordinator.

Direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives.

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202).

Per Education Code 48205, student absences due to illness or quarantine are considered excused absences. When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted but is not required.

#### **Attendance Plan**

In accordance with AB 98, attendance will be taken daily for each student. Absences will be recorded by the teacher of record in the Student Information System (SIS) each day.

For attendance taking purposes, teachers mark students present or absent during in-person learning. Attendance for Distance Learning is met through the following:

- evidence of participation in online activities
- completion of regular assignments
- completion of assessments
- or contacts between any SRCS staff member and a student or their parent or guardian

Teachers will take attendance as required by AB 98 and any other state or federal mandates.

A pupil who does not participate in distance learning on a school day shall be documented as absent for that school day.

## SRCS Return to School Plan 2020-21

Students who are absent from distance learning for more than three school days or 60 percent of the instructional days in a school week, shall be subject to a tiered reengagement process.

### Reengagement Process

#### Tier 1

- The automated messaging system will make daily phone calls for each day a student is marked absent by the teacher.
- Teachers or other SRCS employees will attempt to make contact with the student and parent.
- Attendance information will be available for parents through the Student Information Portal of the SIS.
- Teachers will create, publish, and inform students and parents of their grading practices in a hybrid or distance learning model.
- Assure assignments and grades are uploaded weekly.

#### Tier 2

- Students that are deemed 60% absent from the hybrid model or distance learning will be reported to the school site attendance technician.
- As part of the re-engagement strategy, the school site attendance team will attempt to reach out and determine the cause for the absence. The Team will:
  - Ensure that communication with the parent is working, phone dialer, emails, and internet access;
  - Determine if there is a breakdown in communication and make any corrections; and
  - Determine if the lack of participation is due to a lack of access and the site will take the necessary steps to ensure the issue is resolved.
- The parents will be informed that continued absences from distance learning could include:
  - A conference with an administrator;
  - Development of an Attendance Plan through an Student Study Team (SST) process;
  - Through the SST process, other forms of support will also be discussed such as additional time needed, emotional or mental health supports, and potential greater academic supports and interventions; and
  - Discussion of the intervention of the student being removed from Distance Learning.

#### Tier 3

- If the re-engagement strategies in Tiers 1 & 2 fail to improve distance learning attendance then a follow-up SST will be held,
- The school administrator may develop an Attendance Plan that includes:
  - Teacher engagement
  - Both reward and consequences for further attendance;

## SRCS Return to School Plan 2020-21

- Review of the family circumstance for outside connection with health and social service;
- Meeting with District SAFE staff; and
- Make a recommendation to transitioning the student to full in-person learning.

### Leave (Personal Illness/Injury/Necessity) Policies

SRCS will work with employees who are absent when they are sick due to any of the “qualifying reasons for leave related to COVID-19” as described in the Employee Rights document regarding paid sick leave and expanded Family and Medical Leave under the Families First Coronavirus Response Act (FFCRA).

Staff members will inform the COVID Coordinator and enter their absence in the Frontline Employee Management System. The employee will contact their [Human Resources Technician](#) for the next steps in applying for appropriate COVID 19 related leave and documenting time off specifically related to COVID-19. The Family First Coronavirus Response Act (FFCRA) provides additional types of leaves related to COVID-19. These leaves can be used in addition to an employee’s regular leave options, or in lieu of, depending on whether certain criteria are met.

Certificated and classified staff members will be asked to use the documents listed in the links here to apply for FFCRA [COVID-19 Types of Leave Info](#) and [COVID-19 Leave Request Form](#). The COVID-19 Leave Request Form should be attached as well as the Healthcare Provider Statement on Informed K-12. Employees should contact their Human Resources Technician for next steps and the appropriate link to Informed K-12. Staff may also be asked to provide health provider documentation regarding any leave related to COVID-19 as requested.

### When Someone Becomes Ill

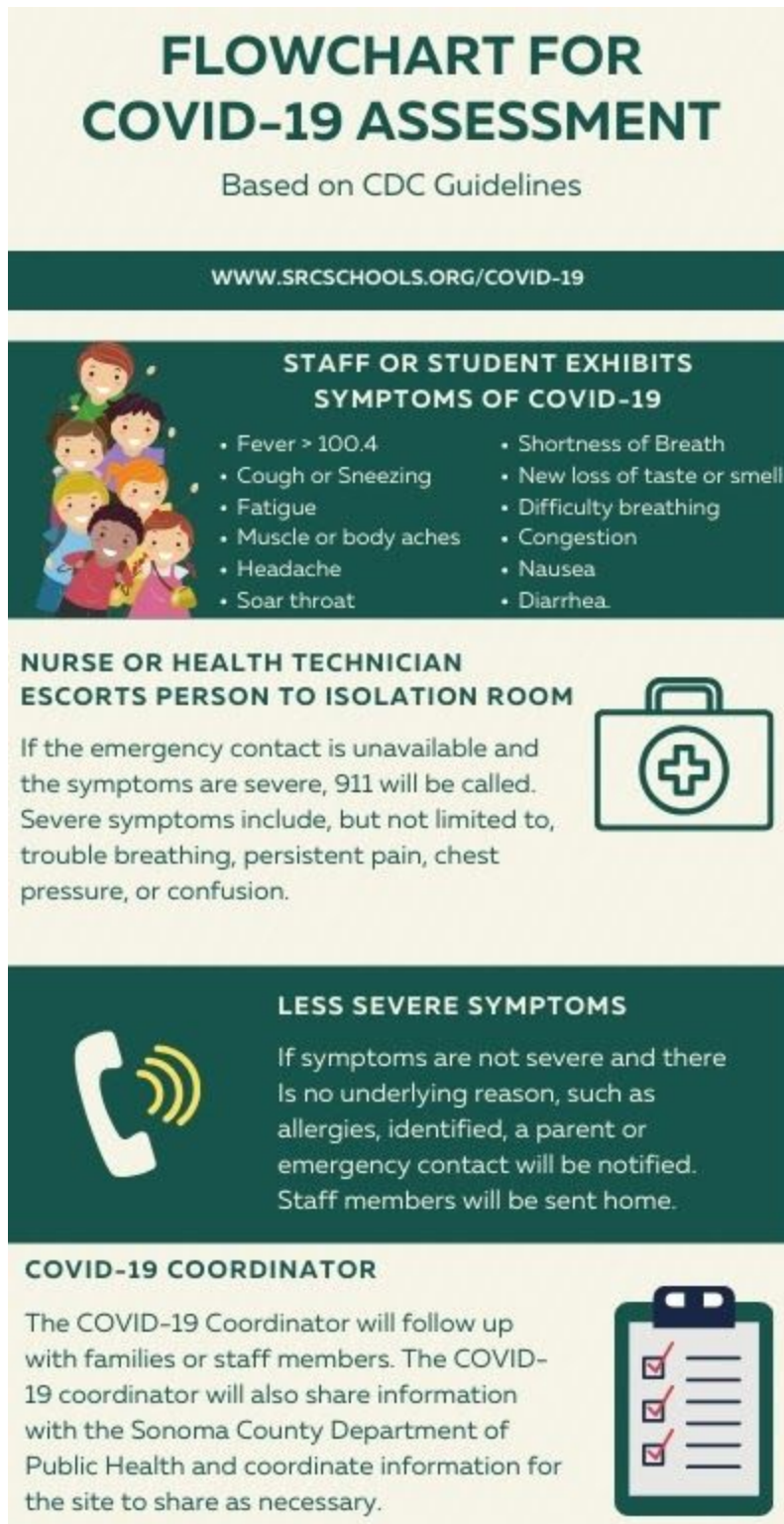
Each school site will identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. Any students or staff exhibiting symptoms will immediately be required to wait in the designated isolation area until they can be transported home or to a healthcare facility.

If a staff member or student becomes sick, and a family member cannot be reached or is not available to pick up the individual, 911 will be called. 911 will be called if the severity of illness appears to be immediately life-threatening. (See *Illness Assessment Chart* below).

Staff and Students who exhibit COVID-19 should not return to school or work until they have been cleared by their physician.

Isolation Rooms will be cleaned and disinfected throughout the day if used. If someone is confirmed to have contracted COVID-19 and has been in an Isolation Room, it may be necessary to temporarily relocate the Isolation Room for at least 24 hours. To the extent possible, these rooms will be adjusted for negative airflow to the extent possible.

Flowchart for Illness Assessment



## **SRCS Return to School Plan 2020-21**

### **Sonoma County Health Notification for Student/Staff Illness**

Public Health Nurses will notify a school/district when a student or staff member is confirmed positive with COVID-19 and will lead contact tracing efforts as needed.

Santa Rosa City Schools, through the designated COVID-19 Coordinator, will work with the County Health Department through their existing protocols to conduct testing and contact tracing, as needed, and identify whether quarantine of impacted students and staff is necessary. Contacts will be identified based on the duration of the contact, the proximity of the contact, and the number of people.

### **Partial or Total Site Closures**

The need to quarantine an entire class cohort or school site will be determined by Sonoma County Public Health officials depending on the extent of exposure (duration, numbers exposed, the closeness of contact, and other factors). For reference, see the [Sonoma County Roadmap to a Safe Reopening Ext. Website](#)

If a student or staff member is confirmed to have COVID-19, the classroom or facility may need to be closed for at least 24 hours before it can be cleaned and an alternative area to continue class will be provided.

When a student, teacher, or staff member tests positive for COVID-19 and exposes others at the school, the SRCS COVID-19 Coordinator will work with Sonoma County Public Health and the Superintendent of Santa Rosa City Schools to determine next steps.



## COMMUNICATION

Providing regular, transparent, two-way communication in our school community is always a priority, but especially so in these uncertain and stressful times. Clear, timely communication is necessary to help ensure that staff, families and the greater community are kept informed and provided an avenue through which to share questions and/or concerns. Santa Rosa City Schools is committed to providing on-going communication both at the District and School Site levels.

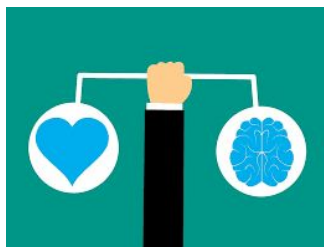
Methods of Communication	
<a href="#">ParentSquare</a>	Provides communication in preferred language via the preferred method, i.e., text, email, phone call.
District Website: <a href="#">SRCSSchools.org</a>	<p>Flags important messages on the home page so that families will see the message before they are able to visit any other sections of the website. Includes “friendly” website hyperlinks that connect to our District Learning-related web pages, for example:</p> <ul style="list-style-type: none"> <li>• <a href="#">Distance Learning</a></li> <li>• <a href="#">Technology Resources</a></li> <li>• <a href="#">"Grab and Go" Free Meals</a></li> <li>• <a href="#">Integrated Wellness Center</a></li> </ul> <p>Includes links to each individual school site’s website for information specific to the site, including announcements, calendar events, staff, and instructional programs. Families are encouraged to email the principal of their school and/or call the school site if they have questions or concerns.</p>
SRCS Technology Voicemail Hotline	Available in English and Spanish at <b>707-890-3848</b> for families needing support.
Social Media	They are used to disseminate key messages. Social media has the benefit of two-way communication with families. Many school sites have

## SRCS Return to School Plan 2020-21

<a href="#">Facebook</a> , <a href="#">Twitter</a> , and <a href="#">Instagram</a> : @SRCSchools	their own social media accounts that are shared with families. Questions have been asked and answered in the comment sections of posts and through messaging.
Peachjar	Flyers are shared with family and staff email addresses through this electronic flyer delivery service.
Constant Contact	Newsletters are shared with family and staff email addresses through this communications software.
Sonoma County and SF Bay Area media outlets	District news releases are sent to these outlets.
Local Media Resources	<i>Santa Rosa Press Democrat</i> , KBBF-FM and KSRO, are the main media outlets for our families. We also disseminate information to families through <i>La Voz</i> bilingual monthly newspaper, Wine Country Radio stations (Spanish and English), Amaturio radio group (Spanish and English), KRCB public radio and TV, KCBS radio, KQED radio, and Bay Area TV stations (KPIX, KGO, KTVU, KNTV, Univision, Telemundo).
<a href="#">Sonoma County Office of Education</a> and <a href="#">Redwood Empire Food Bank</a> websites	Messages such as sites and times for lunch pick-up are shared through these partner communication channels.

In order to support a continuous feedback loop of all stakeholders, the Return to School Committee process was a significant contribution to the development of the Return to School plan. In light of the everchanging health and safety landscape under COVID-19, this type of communication is essential for inclusive and transparent planning. The District will continue to seek input and feedback from stakeholders through various methods, including:

<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Return to Committee Meetings</li> <li>• Focus Groups at District and Site level</li> <li>• Student Focus Groups</li> <li>• Parent Meetings (ELAC, DELAC, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• SRTA Focus Groups</li> <li>• SRCS Classified Chapter 75 Focus Group</li> <li>• Community and business partners</li> <li>• Elected officials</li> </ul>
---	---



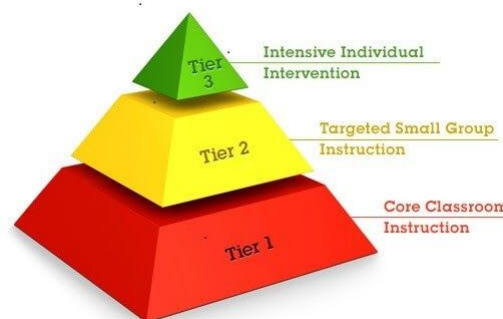
## SOCIAL-EMOTIONAL WELLNESS

We realize that our entire community has experienced trauma. Including the Public Safety Power Shutoff (PSPS), fires, and pandemic, our school community spent more than 75 days outside of a normal school setting from October 2017 to June 2020. As we begin the 2020-21 school year, we acknowledge that what we have known and understood as “school” currently does not exist. With support, we can respond to these challenging times, and together we can develop resiliency based on all that we have successfully overcome.

*SRCS believes that physical, emotional and social wellness are inseparable and are necessary for students to engage in formal learning.*

### Social-Emotional Wellness

Social-Emotional Wellness is the ability to identify and manage emotions, express empathy, form healthy relationships, make responsible decisions and cope with stress. Social-Emotional Wellness primes students for learning. Schools that support student social-emotional wellness help students feel safe and supported and develop skills to communicate better, can focus more on school work and typically have fewer behavioral issues. This can translate to improved academic outcomes and better health later in life.



Through the Multi-Tier System of Support (MTSS) structure, we support both the development of academic and social-emotional and behavioral well-being (or mental health). MTSS supports district-wide coordination of a continuum of support making sure that all students' needs are identified.



## **SRCS Return to School Plan 2020-21**

### **Tier 1: Universal Supports**

#### **Whole School Safety and Prevention Plan**

- SRCS has developed a system to connect with students and families to promote attendance.
- SRCS school sites will consider strategies to become a trauma-responsive school system to support the school community.
- SRCS will engage with students and families using culturally responsive techniques.
- SRCS is committed to using universal screening to identify the social-emotional needs of students.
- SRCS will use professional development time to increase trauma knowledge and skills.
- SRCS will engage staff in professional development about mental health de-stigmatization.
- SRCS will include information about mental health and wellness resources on the district and school websites and in communication with families.

### **Tier 1: Community and Family Wellness**

- SRCS will continue to collaborate with local government and private agencies to provide workshops and support services regarding adult and student mental health, trauma responsiveness, suicide prevention, and resilience.

### **Tier 1: Staff Wellness**

- SRCS acknowledges the importance of staff wellness and will work to support staff through the implementation of staff resilience, consultation, and mental health support.
- Prior to school opening, and ongoing, SRCS will provide training on secondary traumatic stress and self-care.
- SRCS District and Site Administrators will promote mindfulness techniques and staff social supports.
- SRCS Leadership is committed to open and routine communication with staff members, encouraging self-care (e.g., saying no, accepting oneself and others, not being at 100% all the time).
- SRCS will promote the use of staff support groups to enhance staff cohesion and coping.
- District Therapists and Social Workers will be available to staff for support and referral to mental health services when appropriate.

### **Tier 1: Classroom Strategies**

- SRCS will engage staff in professional development for social-emotional learning to help teachers learn tools and strategies to lower anxiety and stress exhibited by students.
- SRCS will encourage staff to establish and implement routines for both in-person and distance learning, which include welcoming inclusion activities, engagement strategies, and an optimistic closure to class.

## SRCS Return to School Plan 2020-21

- SRCS will encourage staff to include stress management and mindfulness practices in classroom routines.
- SRCS is participating in the Resilience in School Environments (RISE) program to assess and improve the social-emotional wellness of students and staff.
- SRCS will encourage teachers to ask their students how they are doing and refer to counseling when students are struggling.
- SRCS leadership and staff will consider the impact of stress and trauma when assessing and supporting students.

For deeper understanding and resources, see [Three Signature Practices for Social-Emotional Learning](#)

### **Tier 2 / 3: Early and Targeted Interventions for Students and Staff**

- SRCS is committed to scaling up Social Emotional Learning to promote social-emotional competencies among students and staff.
- SRCS will continue to offer staff mental health support through SOS Counseling.
- SRCS is committed to building to the capacity of student mental health services.
- Social-Emotional Wellness support will be provided by the school counselors, district school-based therapists/social workers, and community-based organizations who contract with SRCS (SAY, Lifeworks, and Humanidad).
- Mental health staff will provide services either in-person or through a telehealth platform.
- Mental health resources will be consistent across the district and district-wide mental health providers should be coordinating services. (School Psychologists, School Counselors, School-Based Clinicians, and School-Based Therapists)

For more resources, visit the [Integrated Wellness Center](#) or call 707-890-3827 for assistance.

### **Transitions**

Because school will not be starting in a similar manner to previous years, it is important that each school site takes particular care in transitioning students into their school (particularly in Kindergarten Academy, Kindergarten, incoming 7th graders, and incoming 9th graders). Our goal is to set up students for success and ensure these new students feel welcome on our campuses.

Time will be provided to allow last year's class an opportunity for closure with their teacher and fellow students. Elementary teachers will hold parent conference meetings at the beginning of the school year to meet with each student and parent to welcome them to school to explain the hybrid model, assess students, identify technology assistance needs, and most importantly build relationships.

Orientations will continue to happen in the coming school year; each site will design an online and socially distanced (e.g., small groups coming to campus) program that ushers students onto our campuses and addresses parents' questions.



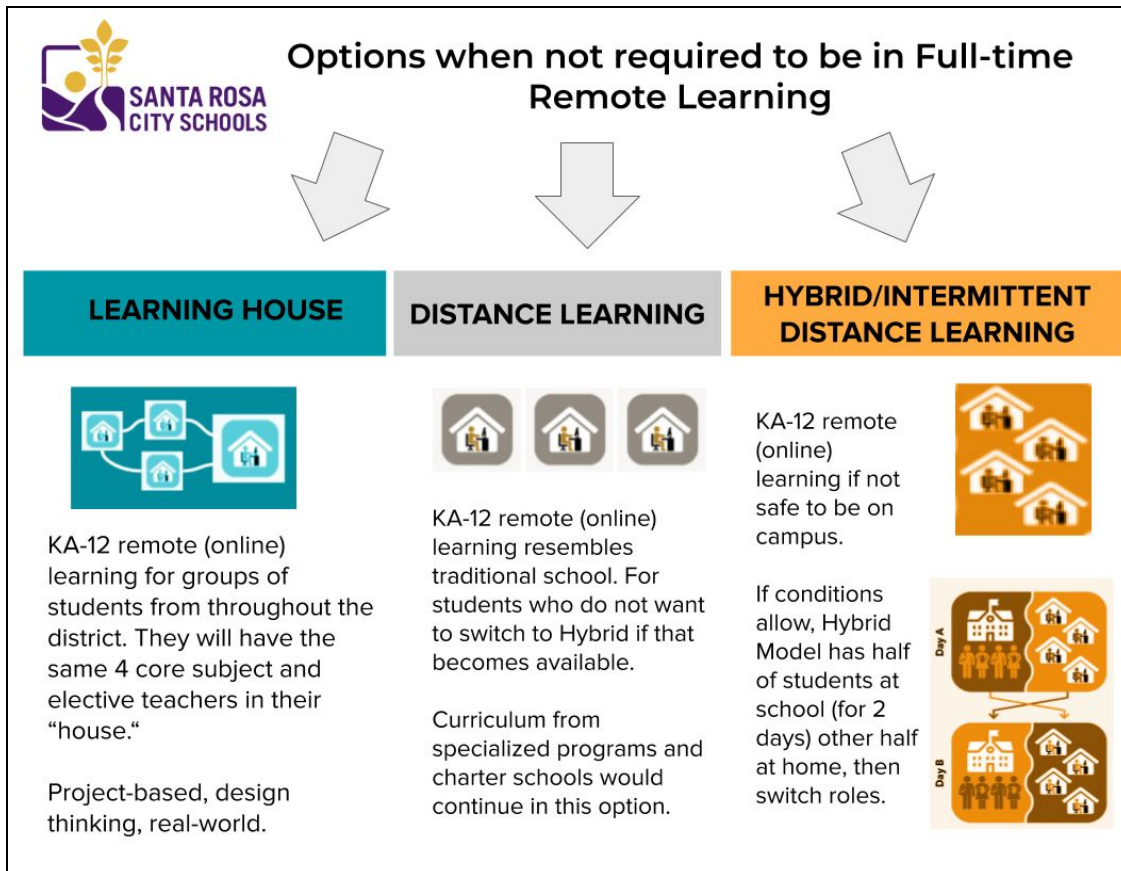
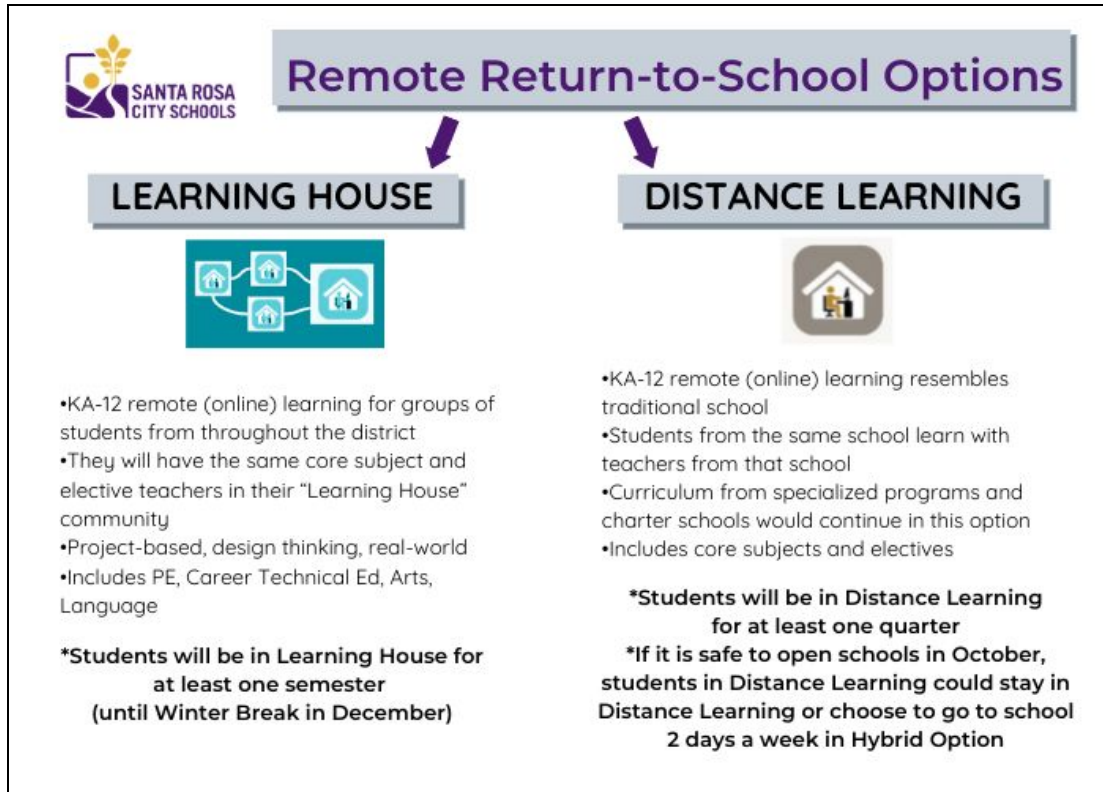
## LEARNING CONTINUITY

During the course of its work, the Elementary, Middle, and High School committees, as well as the Distance Learning Committee identified and discussed models of instruction that would be most effective and flexible as our school district faces challenges due to COVID-19. Ultimately, three models emerged from the committees and negotiations: Hybrid, Distance Learning, and Learning House. All three would accommodate the social distancing requirements of Sonoma County Health Orders, California Department of Education Guidelines, and the Sonoma County Road Map to Safe Reopening.

**IMPORTANT:** Due to the complexities of scheduling, staffing, and logistics, families should commit to one of the models below for a minimum of one semester.

Learning Model	Description
<b>All students are expected to participate in learning activities five days a week.</b>	
<b>Hybrid</b>	Students are registered with a specific school site and will be on campus as much as possible at their school, given health and safety measures. There will be a distance learning component.
<b>Learning House</b>	Students work 100% remotely where students and teachers create a virtual school and learning community.
<b>Distance Learning</b>	Students participate in a traditional education similar to a brick and mortar experience. The difference is all teaching will be done virtually and course work will be provided via Google Suite and Seesaw.

## SRCS Return to School Plan 2020-21



## SRCS Return to School Plan 2020-21

Santa Rosa City Schools recognizes parents may have children enrolled in multiple schools across the school district, so it is vital that communication protocols, online learning platforms, and expectations are coherent and consistent. SRCS is committed to continuing to work towards the elimination of the barriers to student success that existed before the closure.

Student Expectations	
At School	Online
<p><b>Attendance:</b> The student attends class on assigned days, and students' cohort day, students are required by law to attend school unless the family has made the decision to participate in the full distance learning model.</p> <p><b>Behavior:</b> School and classroom rules and procedures apply.</p> <p><b>Work Effort:</b> Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p> <p><b>Technology:</b> Students are expected to bring any SRCS device such as a chromebook to school each day fully charged and with its power cord so as to be prepared for learning.</p>	<p><b>Attendance:</b> The student is expected to check the teacher's Google Classroom and district Gmail and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p> <p><b>Behavior:</b> Students are expected to behave appropriately when on a Zoom connection with other students and teachers. This includes keeping the camera on so the teacher and other students can see the student's image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.</p> <p><b>Work Effort:</b> Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p> <p><b>Technology:</b> Students are expected to be prepared with their device so as to actively engage in online learning, including lessons and assignments.</p>

## SRCS Return to School Plan 2020-21

Parent Expectations	
At School	Online
<p><b>Attendance:</b> The parent is responsible for reporting a student absence in a timely manner. COVID-19 related absences are excused. All other absences will be reported in the normal school procedures.</p> <p><b>Communication:</b> The parent/guardian is expected to communicate early with the teacher, counselor, or site administration if he/she notices a change in the student's learning, behavior, and/or demeanor.</p>	<p><b>Help at Home:</b> The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the <a href="#">Learning Coach Tip Sheet</a></p> <p><b>Communication:</b> The parent/guardian is expected to communicate early with the teacher, counselor, or site administration if he/she notices a change in the student's learning, behavior, and/or demeanor.</p>

Administration/Site Expectations	
At School	On Line
<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>• Work with grade-level teams and/or departments to establish support and intervention plans</li> <li>• Observe instruction to provide feedback and support in a non-evaluative manner</li> <li>• Collaborate with counselors and teachers to support students and families</li> <li>• Develop school-wide goals and involve all stakeholders in discussion and implementation</li> </ul> <p><b>School Culture:</b></p> <ul style="list-style-type: none"> <li>• Engage all stakeholders to ensure the school site is a safe, welcoming environment for all students</li> <li>• Provide restorative practices and discipline for students not following school</li> </ul>	<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>• Support faculty and staff with Google Classroom and online learning platforms</li> <li>• Observe online instruction to provide feedback and support in a non-evaluative manner</li> <li>• Collaborate with SRCS Teaching and Learning to provide appropriate professional development and training for staff (apps, learning platforms, student information systems)</li> </ul> <p><b>School Culture:</b></p> <ul style="list-style-type: none"> <li>• Engage all stakeholders to ensure the online classroom is a safe, welcoming environment for all students</li> <li>• Provide restorative practices and discipline for students not following the</li> </ul>

## SRCS Return to School Plan 2020-21

<p>rules and board policy</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Communicate with families regularly via ParentSquare and school newsletters, school event calendar, and school website</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>Insure MTSS systems are in operation for all areas of student supports: Academics, Attendance, Student Wellness and Student Behaviors</li> <li>Use MTSS tiered structures for monitoring and developing interventions and supports for students and families</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>Follow agreed upon Evaluation timelines and processes to support innovative teaching and learning practices.</li> </ul>	<p>online behavior agreements.</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Provide a robust parent outreach program that includes workshops/training for Google Classroom, support/ intervention, the key elements of the learning models, etc.</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>Develop similar MTSS systems for online programs and insure systems are in operation for all areas of student supports: Academics, Attendance, Student Wellness and Student Behaviors</li> <li>Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>Follow agreed upon Evaluation timelines and processes to support innovative teaching and learning practices.</li> </ul>
---	---

Teacher Expectations	
At School	Online
<p><b>Instructional Planning:</b></p> <p>To ensure equitable learning and social and emotional outcomes for all students during this new way of teaching and learning, as well as the expectation of AB 98, all staff are expected to attend professional development.</p> <ul style="list-style-type: none"> <li>Determine essential standards to focus on learning</li> <li>Collaborate with grade level and/or departments to build/share lessons</li> <li>Build challenging and relevant learning experiences for students that allow students to be the drivers of their own learning.</li> <li>Closely monitor student progress, by building learning activities that have specific check-in points, as well as multiple opportunities for teachers to</li> </ul>	<p><b>Instructional Planning:</b></p> <p>To ensure equitable learning and social and emotional outcomes for all students during this new way of teaching and learning, as well as the expectation of AB 98, all staff are expected to attend professional development.</p> <ul style="list-style-type: none"> <li>Post learning modules on Google Classroom</li> <li>Utilize various educational platforms to engage all learners</li> <li>Support students with engagement in online Board approved curriculum adoptions (<i>Wonders, Everyday Math, FOSS</i>, etc.)</li> <li>Monitor student progress, assignment completion, participation</li> <li>Taking Daily Attendance through receipt of a Google Classroom assignment, Zoom meeting</li> </ul>

## SRCS Return to School Plan 2020-21

<p>provide feedback to students on progress as students move through online assignments and projects</p> <ul style="list-style-type: none"> <li>• Provide diagnostic, formative, and summative assessments to assess students' ability and performance.</li> <li>• Will establish, communicate out and maintain a regular platform for communicating student progress</li> </ul> <p><b>Social-Emotional Learning:</b></p> <ul style="list-style-type: none"> <li>• Provide SEL opportunity - check-in, mindful moment, classroom circle</li> <li>• Establish routine</li> <li>• Utilize Tier 1 supports for students and identify students in need of Tier 2 and 3 interventions.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Communicate with families to support students</li> <li>• Attend staff meetings, collaboration opportunities, grade level team/department meetings</li> <li>• Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Provide universal tier 1 activities for students that support Academics, Attendance, Student Wellness and Student Behaviors.</li> <li>• Participate in MTSS team activities as appropriate to support struggling students in their classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide diagnostic, formative, and summative assessments to assess students' ability and performance.</li> </ul> <p><b>Social-Emotional. Learning:</b></p> <ul style="list-style-type: none"> <li>• Provide an online opportunity for students to connect with the teacher (survey, check-in, mini zoom conference)</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Communicate times available for tutoring or help</li> <li>• Attend virtual staff meetings, collaboration opportunities, grade level team/department meetings</li> <li>• Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Participate in the development of new MTSS structures that provide online learning methods but still support Academics, Attendance, Student Wellness and Student Behaviors.</li> <li>• Participate in MTSS team activities as appropriate to support struggling students in their classes.</li> </ul>
---	--



## SRCS Return to School Plan 2020-21

Site Based Classified Staff Expectations	
At School	Online
<ul style="list-style-type: none"><li>• Support classroom instruction as needed, including phone calls home about attendance and learning.</li><li>• Support learning through flexible application of job description responsibilities.</li><li>• Support staggered recess coverage as well as lunch supervision and before school and after school supervision, and monitoring of restrooms.</li><li>• Flexibility of custodial staff to support the new models of learning</li><li>• Support implementation of health and safety requirements through flexible application of job descriptions</li></ul>	<ul style="list-style-type: none"><li>• Support students with online learning in small groups</li><li>• Support learning continuity through flexible application of job description responsibilities.</li></ul>

## Grading and Assessments

There are multiple ways to assess student progress and understanding of grade and subject level content. These may include content exams, projects, presentations, and performance tasks, among other things. Performance tasks may be described as multi-step academic exercises that allow students to demonstrate knowledge and content application, synthesis, creativity, etc., with content knowledge in a real and/or imagined context. Performance tasks are often accompanied by rubrics that allow for levels of performance and subtle differences in assessment feedback to students.

In hybrid, distance learning, and the learning house, certain types of assessments such as performance tasks may be used more than others. Assessments may serve both formative and summative purposes, providing teachers the necessary information to make instructional decisions and supporting students in receiving feedback to adjust the demonstration of learning.

## SRCS Return to School Plan 2020-21

Grading and Assessments Expectations		
Teachers	Students	Administration
<ul style="list-style-type: none"> <li>Will establish, communicate out and maintain a regular platform for communicating student progress</li> <li>Will notify student and parents/guardians if a student is not completing work or is at risk of not meeting academic standards</li> <li>When possible utilize a variety of assessments to determine student learning</li> <li>Consider the use of district supported assessments such as Let's Go Learn or Developmental Reading Assessment (DRA) during in-person instruction</li> <li>Share grading policy with students, parents, and administration</li> <li>Will teach students how to use online platforms and/or applications required for demonstrating learning</li> </ul>	<ul style="list-style-type: none"> <li>Will access platform(s) used by the teacher</li> <li>Will reach out to the teacher with questions</li> <li>Will complete assignments to the best of his/her ability</li> <li>Will follow teacher expectations for using online platforms and/or applications for demonstrating learning</li> </ul>	<ul style="list-style-type: none"> <li>Will support educators in collaborating to reflect on assessment and grading practices</li> <li>Will communicate with guardians to clarify and explain grading and assessment practices when necessary</li> <li>Will support teachers in the use of online platforms and/or applications to support student learning</li> <li>Will work with teachers to identify additional supports for struggling students</li> </ul>
<b>Parents/Guardians</b>		
<ul style="list-style-type: none"> <li>Will utilize platform provided by the teacher to keep abreast of student progress</li> <li>Will encourage the student to follow up with the teacher</li> <li>Will reach out to teachers first if there are questions or concerns</li> </ul>		

## SRCS Return to School Plan 2020-21

### Using Essential Standards to guide instruction

Essential standards are being provided as a support to educators so they can go deeper on a smaller subset of the most important standards in this new teaching and learning environment, which provides less in-person teaching and instruction. If a department/grade level team/etc. has not had the time and resources to address essential standards, then this provided resource can be a shared starting place to assist educators. If a department/grade level team/etc. has been able to do the work of identifying essential standards, then those should continue to be used, and those department leaders/grade level team leaders/etc. should bring that information to elementary and secondary leadership team meetings to inform work moving forward.

Essential Standards Expectations		
Teachers	Students	Administration
<ul style="list-style-type: none"><li>• Will establish, communicate out and maintain a regular platform for communicating learning objectives</li><li>• May rewrite their course syllabi and lesson plans to focus on only foundational concepts</li><li>• Use essential standards to guide horizontal and vertical articulation</li></ul>	<ul style="list-style-type: none"><li>• Will reach out to the teacher with questions</li><li>• Will demonstrate learning in relation to the essential standards to the best of his/her ability</li></ul>	<ul style="list-style-type: none"><li>• Will provide essential standards in all grades for coherence across the district</li><li>• Will support educators in collaborating around essential standards</li><li>• Will provide feedback and help educators reflect on lesson development when requested or needed</li></ul>
Parents/Guardians		
<ul style="list-style-type: none"><li>• Will stay informed on essential standards for their student's grade level/content areas</li><li>• Will encourage the student to follow up with the teacher</li><li>• Will reach out to teachers first if there are questions or concerns</li></ul>		

## SRCS Return to School Plan 2020-21

### Elementary Model and Schedule - Hybrid AA/BB Model

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-12:20 KA-K Cohort A On-Campus Learning	8:00-12:20 KA-K Cohort A On-Campus Learning	8:00 - 10:00  Professional Development	8:00-12:20 KA-K Cohort B On-Campus Learning	8:00-12:20 KA-K Cohort B On-Campus Learning
8:00 - 10:00 Grades1-6 Cohort A On-Campus Learning	8:00 - 10:00 Grades1-6 Cohort A On-Campus Learning		8:00 - 10:00 Grades1-6 Cohort B On-Campus Learning	8:00 - 10:00 Grades1-6 Cohort B On-Campus Learning
10:00-10:20 Break	10:00-10:20 Break	10:00 - 10:20  Break	10:00-10:20 Break	10:00-10:20 Break
10:20 - 12:20 Cohort A On-Campus Learning	10:20 - 12:20 Cohort A On-Campus Learning	10:20 - 12:20  Common Planning	10:20 - 12:20 Cohort B On-Campus Learning	10:20 - 12:20 Cohort B On-Campus Learning
12:20-12:50 Lunch	12:20-12:50 Lunch	12:20 - 12:50  Lunch	12:20-12:50 Lunch	12:20-12:50 Lunch
12:50 Dismissal	12:50 Dismissal		12:50 Dismissal	12:50 Dismissal
12:50 - 1:20 Teacher Prep	12:50 - 1:20 Teacher Prep	12:50 - 1:20  Teacher Prep	12:50 - 1:20 Teacher Prep	12:50 - 1:20 Teacher Prep
1:20 - 2:30 Distance Learning Live Interactions B	1:20 - 2:30 Distance Learning Live Interactions B		1:20 - 2:30 Distance Learning Live Interactions A	1:20 - 2:30 Distance Learning Live Interactions A
1:20 - 2:30 Student Options and Services (Other Support Staff)	1:20 - 2:30 Student Options and Services (Other Support Staff)	1:20 - 2:30 Distance Learning Live Interactions	1:20 - 2:30 Student Options and Services (Other Support Staff)	1:20 - 2:30 Student Options and Services (Other Support Staff)
Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices	Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices		Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices	Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices

## SRCS Return to School Plan 2020-21

Elementary Week At A Glance					
Mon/Tues/Thurs/Fri			Wednesday		
Time	Minutes	Plan	Time	Minutes	Plan
7:45 -8:00	15	Prep for Day			
8:00-10:00	120	Cohort in School Teaching	8:00-10:00	120	PD (District Required)
10:00-10:20	20	Break	10:00-10:20	20	Break
10:20-12:20	120	Cohort in School Teaching	10:20-12:20	120	Common Planning
12:20-12:50	30	Lunch	12:20-12:50	30	Lunch
12:50-1:20	30	Prep	12:50-1:20	30	Prep - extra 30 minutes
1:20 - 2:30	70	Distance Learning Live Interaction	1:20-2:30	70	Distance Learning Live Interactions
Total Minutes Daily	405		Total Minutes Daily	390	

### Secondary Model and Schedule - Hybrid AA/BB Model

In order to graduate from a Santa Rosa City Schools high school, students must complete specified state and local graduation requirements and fulfill the minimum instructional minutes. The scheduling example shown below offers a cohorting model that provides safe, social distanced, robust academic programs, social-emotional support and enrichment activities. The key elements include:

1. Students divided in cohorts to minimize student/teacher daily contact.
2. Cohorts will rotate in the week, allowing time for site cleaning between cohorts.
3. Students will be provided important learning and support opportunities:
  - a. **Academics** - focusing on the teaching and learning in the classroom and/or remotely.
  - b. **Support & Enrichment** - focusing on providing customized learning, tutoring, enrichment activities, social-emotional learning, counseling groups, and skill development.
  - c. **Distance Learning** - per AB 98, as stand alone and as a part of a hybrid model there will be:
    - Daily live interaction with students
    - Daily attendance taking

## SRCS Return to School Plan 2020-21

- Content aligned grade/subject level standards
- Connectivity and devices
- Supports and Intervention
- Designated and Integrated ELD
- Special Education and related services in the IEP

**AA/BB** schedule has cohorts on-campus for two consecutive days (A Group Monday and Tuesday/B Group Thursday and Friday) with Wednesday being teacher/staff planning time. The school splits into two cohorts:

### AA Day/BB Day Block Schedule 7-12 - Subject to Change

Monday (A Group) 1,3,5	Tuesday (A Group) 2,4,6	Wednesday	Thursday (B Group) 1,3,5	Friday (B Group) 2,4,6
Cohort B will complete online modules in Google Classroom and check in with teachers per teacher schedule	Cohort B will complete online modules in Google Classroom and check in with teachers per teacher schedule	<u>8:00 - 10:00</u> Professional Development (site or district) -Vertical Alignment -Essential Standards -Subject Area /Department Collaboration -Subject Area Calibration -Assessment Dev	Cohort A will complete online modules in Google Classroom and check in with teachers per teacher schedule	Cohort A will complete online modules in Google Classroom and check in with teachers per teacher schedule
7:30 - 8:20 0 Block	7:30 - 8:20 0 Block	10:00 - 10:15 BREAK	7:30 - 8:20 0 Block	7:30 - 8:20 0 Block
8:30 - 9:50 1st Block	8:30 - 9:50 1st Block		8:30 - 9:50 1st Block	8:30 - 9:50 1st Block
9:50 - 10:05 Passing (BREAK)	9:50 - 10:05 Passing (BREAK)		9:50 - 10:05 Passing (BREAK)	9:50 - 10:05 Passing (BREAK)
10:05 - 11:25 2nd Block	10:05 - 11:25 2nd Block		10:05 - 11:25 2nd Block	10:05 - 11:25 2nd Block
11:25 - 11:40 Passing (BREAK)	11:25 - 11:40 Passing (BREAK)	<u>10:15 - 11:45</u> Prep for Distance Learning Prep Work Lesson Planning Common Planning Grading	11:25 - 11:40 Passing (BREAK)	11:25 - 11:40 Passing (BREAK)
11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block	<u>11:45 - 12:15</u> Lunch	11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block
1:00 - 1:35 Lunch - Dismissal	1:00 - 1:35 Lunch - Dismissal		1:00 - 1:35 Lunch - Dismissal	1:00 - 1:35 Lunch - Dismissal
1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>  See table below	1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>  See table below		1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>  See table below	1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>  See table below
1:35 - 2:10 Common Planning Time	1:35 - 2:10 Common Planning Time	<u>12:15 - 3:00</u> Daily Live Interaction per SB 98	1:35 - 2:10 Common Planning Time	1:35 - 2:10 Common Planning Time

## SRCS Return to School Plan 2020-21

2:10 - 3:30 Live Interaction Remote Learners	2:10 - 3:30 Live Interaction Remote Learners		2:10 - 3:30 Live Interaction Remote Learners	2:10 - 3:30 Live Interaction Remote Learners
--	--	--	--	--

80 minute blocks = 240 instructional minutes  
 45-60 minutes = support/intervention/enrichment  
 45-60 minutes = distance learning live interaction

- Class size at 16
- Maintains social distance of 6 feet between students and teacher
- Passing periods are 10 minutes for room cleaning
- Campus is cleaned between cohorts in addition to the end of each day
- Teachers will have prep time on Wednesday for 2 ½ hours plus an additional 140 minutes during the week during their prep section scheduled in the master schedule
- Staff meetings will happen outside of the school day

Secondary Week At A Glance					
Mon/Tues/Thurs/Fri			Wednesday		
Time	Minutes	Plan	Time	Minutes	Plan
8:20 - 8:30	10	Supervision/Prep			
8:30-9:50	80	Period 1/2	8:00-10:00	120	PD (District Required)
9:50 - 10:05	15	Passing	10:00-10:15	15	Staff Break
10:05-11:25	80	Period 3/4	10:15-11:45	105	Prep
11:25-11:40	15	Break	11:45-12:15	30	Lunch
11:40-1:00	80	Period 5/6	12:15-3:00	150	Live Interaction
1:00-1:35	35	Lunch			
1:35-2:10	45	Live Interaction On Site Learners OR Common Planning			
2:10-3:30	100	Live Interaction Remote Learners			
			NOTE: At the secondary level teachers still have a built in prep period in the master schedule totalling 160 minutes in addition to the Wednesday prep time		
Total Minutes Daily	460		Total Minutes Daily	420	Total weekly Minute =2260

## SRCS Return to School Plan 2020-21

Secondary Week At A Glance- Student Options & Support Services					
Mon/Tues/Thurs/Fri			Wednesday		
Time	Minutes	Plan-Example	Time	Minutes	Plan
8:20 - 10:00	100	Planning Student Support	8:00-10:00	120	PD (District Required)
10:00-10:15	15	Staff Break	10:00-10:15	15	Staff Break
10:15 -11:40	85	Making Student/Family Contact	10:15-12:00	105	Student Support
11:40-12:10	30	Staff Lunch	12:00-12:30	30	Lunch
12:10-3:30	200	Cohort Contact	12:30 - 3:00	150	Student Support
Total Minutes Daily	460		Total Minutes Daily	420	Total weekly Minute = 2260

Student Support Positions: Counselors, SOLL Counselors, College and Career Counselors, TOSAs, Restorative Specialists, Family Engagement Facilitators, Student Activity Workers, Instructional Assistants, SAY, Humanidad, School Based Therapists,

Examples of Cohort Contact, Tutorial/Interventions, Student Engagement, Student clubs Leadership Activities, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support Restorative Practices, College Counseling, Career Counseling



### **Distance Learning or Intermittent Distance Learning Model (School Closure) Models**

Distance Learning is one of the remote learning models SRCS is offering. This model is designed to provide a traditional education similar to a brick and mortar experience. The difference is all teaching will be done virtually and course work will be provided via Google Suites and Seesaw. Students will be taught virtually every day except for Wednesdays where they will have a virtual check-in. Students enrolled in Distance Learning will still be attached to their home school.

Highlights of Distance Learning:

- Students meet with a group of classmates and teachers from their current school
- Middle and high school students have classes with teachers from different subject areas, just as they would in traditional school
- Access to content and assignments via Google Classroom (grades 4-12) and SeeSaw (grades KA-3) platforms
- Students will attend online school every day except Wednesday, when teachers are in professional development. On that day, students will check-in with teachers but will not have online instruction.
- Students enrolled in specialized programs (such as ArtQuest, IB, SPARQ, University Center, Early College Magnet) will be able to continue in those programs through Distance Learning
- Students enrolled in charter schools (CCLA, SRFACS, SRCSA, SRACS) will be able to continue in those schools through Distance Learning
- All learners are welcome, including Special Education, English Language Learners
- Intervention and Enrichment opportunities will be provided
- Students will receive standards-based instruction, so this model is an option for high school students who are interested in taking tests such as AP tests or the SAT
- Electives will be offered

The Distance Learning Model will also accommodate the times when there will be school closure and students and staff cannot be at sites, when all instruction will continue remotely. During school closures, sites will implement a School Closure Schedule. This schedule will inform students and parents of the expected times they need to check-in, Zoom with teachers, or complete assignments that may be time sensitive. When the intermittent closure is caused by electricity shutoff, instruction may not be possible. Every attempt will be made to provide continuity of learning in this situation.

## SRCS Return to School Plan 2020-21

For Elementary Students, the school closure model is based on the Hybrid Model for in-person attendance to reduce confusion for students, guardians, and staff if school has to close. Site PE and Music Teachers will work with Administration & Lead Teachers to establish a schedule which will serve as classroom teachers prep per the contract.

### Elementary Distance Learning or Intermittent Distance Learning (school closures)

Live zoom teaching time is to be minimized to 30 minutes per learning block. Subject to change.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-12:20 KA-K	8:00-12:20 KA-K	8:00 - 10:00 <b>Professional Development</b>	8:00-12:20 KA-K	8:00-12:20 KA-K
8:00 - 10:00 Grades1-6  <b>Learning Block</b>	8:00 - 10:00 Grades1-6  <b>Learning Block</b>		8:00 - 10:00 Grades1-6  <b>Learning Block</b>	8:00 - 10:00 Grades1-6  <b>Learning Block</b>
10:00-10:20 Break	10:00-10:20 Break	10:00 - 10:20 <b>Break</b>	10:00-10:20 Break	10:00-10:20 Break
10:20 - 12:20 <b>Learning Block</b>	10:20 - 12:20 <b>Learning Block</b>	10:20 - 12:20 <b>Common Planning</b>	10:20 - 12:20 <b>Learning Block</b>	10:20 - 12:20 <b>Learning Block</b>
12:20-12:50 Lunch	12:20-12:50 Lunch	12:20 - 12:50 Lunch	12:20-12:50 Lunch	12:20-12:50 Lunch
12:50 Dismissal	12:50 Dismissal	12:50 - 1:20 Teacher Prep	12:50 Dismissal	12:50 Dismissal
12:50 - 1:20 Teacher Prep	12:50 - 1:20 Teacher Prep		12:50 - 1:20 Teacher Prep	12:50 - 1:20 Teacher Prep
1:20 - 2:30 <b>Office Hours</b>	1:20 - 2:30 <b>Office Hours</b>	1:20 - 2:30	1:20 - 2:30 <b>Office Hours</b>	1:20 - 2:30 <b>Office Hours</b>
1:20 - 2:30 <b>Student Options and Services (Other Support Staff)</b> Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices	1:20 - 2:30 <b>Student Options and Services (Other Support Staff)</b> Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices	Distance Learning Live Interactions	1:20 - 2:30 <b>Student Options and Services (Other Support Staff)</b> Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices	1:20 - 2:30 <b>Student Options and Services (Other Support Staff)</b> Childcare/At-home Outdoor Education Music and PE Tutorial/Interventions Student Engagement Student clubs Boys & Girls Club Leadership Activities Counseling Groups IEPs/504s/SSTs Newcomer and ELL support Restorative Practices

## SRCS Return to School Plan 2020-21

### Secondary Distance Learning or Intermittent Distance Learning (school closures)

All students are on a block schedule, participating twice a week in each class.

Block periods stay the same as the in-person hybrid model for consistency, but live zoom teaching time is to be minimized to 30 minutes per period. The remainder of the time should be used by students for completing related and relevant work while offline. All content, lessons, and activities will be posted on Google Classroom. Subject to change.

<b>Monday ALL Students 1,3,5</b>	<b>Tuesday ALL Students 2,4,6</b>	<b>Wednesday</b>	<b>Thursday ALL Students 1,3,5</b>	<b>Friday ALL Students 2,4,6</b>
7:30 - 8:20 0 Block	7:30 - 8:20 0 Block	<u>8:00 - 10:00</u> Professional Development (site or district)  <u>10:00 - 10:15</u> Break  <u>10:15 - 11:45</u> Prep for Distance Learning Prep Work Lesson Planning Common Planning Grading  <u>11:45 - 12:15</u> Lunch  <u>12:15 - 3:00</u> Daily Live Interaction per SB 98	7:30 - 8:20 0 Block	7:30 - 8:20 0 Block
8:30 - 9:50 1st Block	8:30 - 9:50 1st Block		8:30 - 9:50 1st Block	8:30 - 9:50 1st Block
9:50 - 10:05 Break	9:50 - 10:05 Break		9:50 - 10:05 Break	9:50 - 10:05 Break
10:05 - 11:25 2nd Block	10:05 - 11:25 2nd Block		10:05 - 11:25 2nd Block	10:05 - 11:25 2nd Block
11:25 - 11:40 Break	11:25 - 11:40 Break		11:25 - 11:40 Break	11:25 - 11:40 Break
11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block		11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block
1:00 - 1:35 Lunch	1:00 - 1:35 Lunch		1:00 - 1:35 Lunch	1:00 - 1:35 Lunch
1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>	1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>		1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>	1:35 - 2:10 <b>Student Options and Services (Other Support Staff)</b>
1:35 - 2:10 Common Planning Time	1:35 - 2:10 Common Planning Time		1:35 - 2:10 Common Planning Time	1:35 - 2:10 Common Planning Time
2:10 - 3:30 Live Interaction Remote Learners	2:10 - 3:30 Live Interaction Remote Learners		2:10 - 3:30 Live Interaction Remote Learners	2:10 - 3:30 Live Interaction Remote Learners

## SRCS Return to School Plan 2020-21

### Sample Schedules for Distance Learning

#### SAMPLE Distance Learning Elementary Student

Time	Class Activity	Time	Class Activity
8:00	Morning Meeting with Teacher	10:00	Break
8:30	English Language Arts - CCD Unit	10:20	Math
9:00	Independent Work	11:00	Writing Block
9:30	Small Group Support	11:50	Small Group Support
<b>Support:</b> Tutorial/Interventions, Student Engagement, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support. Restorative Practices. <b>Enrichment:</b> Music, Physical Education, Art, Student Clubs, Leadership Activities, Field Trips (virtual or outdoor).			

#### SAMPLE Distance Learning Middle School Student

Period	MONDAY	Period	Tuesday
1	English 8	2	Physical Education
3	Science	4	Math
5	Social Studies	6	Elective
<b>Support:</b> Tutorial/Interventions, Student Engagement, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support. Restorative Practices. <b>Enrichment:</b> College & Career Presentations, Study Skills Workshops, Guest Speakers, Student Clubs, Leadership Activities, Service Projects, AP/Honors Activities, Field Trips (virtual or outdoor).			

#### SAMPLE Distance Learning High School Student

Period	MONDAY	Period	TUESDAY
1	English or ECM	2	Math 3 or AP Math or IB Math
3	World Language	4	Chemistry or AP Chemistry
5	US History or ECM	6	CTE or VAPA or PE
<b>Support:</b> Tutorial/Interventions, Student Engagement, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support. Restorative Practices. <b>Enrichment:</b> College & Career Presentations, Study Skills Workshops, Guest Speakers, Student Clubs, Leadership Activities, Service Projects, AP/Honors Activities, Field Trips (virtual or outdoor).			

ECM = Early College Magnet, AP = Advanced Placement, IB = International Baccalaureate,  
 CTE = Career Technical Education, VAPA = Visual and Performing Arts, PE = Physical Education

## SRCS Return to School Plan 2020-21

### Special Education Considerations

The Special Services team recommends a **four day per week schedule (M/T/Th/F) of site-based learning** for the following programs serving students with significant needs:

Grade Level/Age	Program	Services	Location
Pre-school	Preschool Program	Special Day Class / Speech Only	Steele Lane / Lewis Ed. Center
Pre-school - 6 grade	Deaf, Hard of Hearing	Special Day Class	Hidden Valley/ Lewis
K-6 grade	Extensive Support Needs	Special Day Class	Lincoln Elementary
7-8 grade	Extensive Support Needs	Special Day Class	Slater, Cook Middle Schools
9-12 grade	Extensive Support Needs	Special Day Class	Santa Rosa High School Elsie Allen High School Montgomery High School
3-6 grade	Rise Program	Autism Support	Brook Hill Elementary
7-8 grade	Rise Program	Autism Support	Comstock Middle School
9-12 grade	Rise Program	Autism Support	Maria Carrillo High School Piner High School
7-8 grade	CEP Program	Counseling	Santa Rosa Middle School
9-12 grade	CEP Program	Counseling	Montgomery High School
18-22 year old	Transition Program	Adult Job Skills	Ridgway High School
KA-6 grade	Mild/Moderate	Special Day Class	All elementary schools

Students will follow the same bell schedule for the General Education students: Elementary and Secondary. There may be some variation in start times due to staggers built into the schedule or the availability of bus schedules. The 18-22 Transition Program will follow the same schedule as the Secondary schools.

## SRCS Return to School Plan 2020-21

Expectations in the Elementary Model for Distance Learning	
Teacher	Students
<p><b>Instruction:</b></p> <p>Substantial live interaction with students daily, including:</p> <ul style="list-style-type: none"> <li>• Teacher check-n</li> <li>• Support during independent student work time</li> <li>• Focus on core ELA, math, science and social science</li> <li>• Office hours</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Virtual office hours and phone check-ins for priority students</li> <li>• Communicate with families to support students weekly or bi-weekly</li> <li>• Attend virtual staff meetings, collaboration opportunities, grade level team/department meetingsteam/department/house meetings</li> <li>• Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Attendance:</b></p> <p>The student attends class at assigned times on assigned days, students are required by law to be engaged in school daily.</p> <p><b>Behavior:</b></p> <p>School and classroom rules and procedures Apply in a distance learning setting.</p>	<p><b>Instruction:</b></p> <p>Substantial live interaction with teachers daily, including:</p> <ul style="list-style-type: none"> <li>• Daily morning meeting for wellness check-in and overview of the day</li> <li>• Core instruction</li> <li>• Daily live support while working independently</li> <li>• Designated English Language Development</li> </ul> <p>Additional intervention support provided by aide or specialist based on individual need</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Ability to reach teacher virtually during office hours</li> </ul> <p><b>Attendance:</b></p> <p>The student is expected to check the teacher's Google Classroom/zoom/learning platform and district Gmail and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p> <p><b>Behavior:</b></p> <p>Students are expected to behave appropriately when on a Zoom connection with other students and teachers. This includes keeping the camera on so the</p>

## SRCS Return to School Plan 2020-21

<p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Participate in the development of new MTSS structures that provide online learning methods but still support Academics, Attendance, Student Wellness and Student Behaviors.</li> <li>• Participate in MTSS team activities as appropriate to support struggling students in their classes</li> </ul> <p><b>Social-Emotional Learning:</b></p> <ul style="list-style-type: none"> <li>• Establish routines</li> <li>• Utilize Tier 1 supports for students and identify students in need of Tier 2 and 3 interventions.</li> <li>• Provide opportunities for students to connect with the teacher and each other (survey, check-in, mini zoom conference)</li> </ul>	<p>teacher and other students can see the student's image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.</p> <p><b>Work Effort:</b></p> <p>Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p>
<b>Parents</b>	
<ul style="list-style-type: none"> <li>• The parent/guardian is expected to communicate early with the teacher if he/she notices a change in the student's learning, behavior, and/or demeanor</li> <li>• Technology training will be provided for students and families.</li> <li>• The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the <a href="#">Learning Coach Tip Sheet</a></li> </ul>	

## SRCS Return to School Plan 2020-21


Expectations in the Secondary Model for Distance Learning	
Teacher	Students
<p><b>Instruction:</b> Substantial live interaction with students daily, including:</p> <ul style="list-style-type: none"> <li>• A blend of live virtual learning with extended periods of work completion time</li> <li>• A manageable daily schedule of responsibility for only 3 main classes for increased focus</li> <li>• Embedded break and lunch times to support appropriate pacing</li> </ul> <p>Teachers should closely monitor student progress, by building learning activities that have specific check in points, as well as multiple opportunities for teachers to provide feedback to students on progress as students move through online assignments and projects Assessments should be formative in nature to the largest extent possible.</p> <p>Full group meetings with students and teachers will occur at least two times weekly.</p> <p><b>Attendance:</b> The student attends class at assigned times on assigned days, students are required by law to be engaged in school daily.</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Virtual office hours and phone check-ins for priority students</li> <li>• Communicate with families to support students weekly or bi-weekly</li> </ul>	<p><b>Instruction:</b> Substantial live interaction with teachers daily, including:</p> <ul style="list-style-type: none"> <li>• A blend of live virtual learning with extended periods of work completion time</li> <li>• A manageable daily schedule of responsibility for only 3 classes for increased focus</li> <li>• Embedded break and lunch times to support appropriate pacing</li> </ul> <p><b>Additional work:</b></p> <ul style="list-style-type: none"> <li>• Ability to reach teachers virtually during extended work time in each block</li> </ul> <p>Students are expected to attend daily, complete assignments and adhere to SRCS behavioral guidelines.</p> <p><b>Attendance:</b> The student is expected to check the teacher's Google Classroom/zoom/learning platform and district Gmail and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Ability to reach teachers virtually during independent work time.</li> </ul>




## SRCS Return to School Plan 2020-21

<ul style="list-style-type: none"> <li>• Attend virtual staff meetings, collaboration opportunities, grade level team/department meetings</li> <li>• Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Behavior:</b> School and classroom rules and procedures Apply in a distance learning setting.</p> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Participate in the development of new MTSS structures that provide online learning methods but still support Academics, Attendance, Student Wellness and Student Behaviors.</li> <li>• Participate in MTSS team activities as appropriate to support struggling students in their classes</li> </ul> <p><b>Social-Emotional Learning:</b></p> <ul style="list-style-type: none"> <li>• Establish routines</li> <li>• Utilize Tier 1 supports for students and identify students in need of Tier 2 and 3 interventions.</li> <li>• Provide opportunities for students to connect with the teacher and each other (survey, check-in, mini zoom conference)</li> </ul>	<p><b>Behavior:</b> Students are expected to behave appropriately when on a Zoom connection with other students and teachers. This includes keeping the camera on so the teacher and other students can see the student's image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.</p> <p><b>Work Effort:</b> Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p>
<b>Parents</b>	
<ul style="list-style-type: none"> <li>• The parent/guardian is expected to communicate early with the teacher if he/she notices a change in the student's learning, behavior, and/or demeanor</li> <li>• Technology training will be provided for students and families.</li> <li>• The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the <a href="#">Learning Coach Tip Sheet</a></li> </ul>	

## Learning House (Full-Time Distance Learning)



### What is Learning House?



A virtual “school” that students attend online. Teachers and students form a community as they work together from their homes.

- ★ Full-time, Monday - Friday
- ★ Kindergarten - 12th grade
- ★ A small group of teachers will work directly with groups of students to facilitate the learning process
- ★ Students get to know each other and their teachers
- ★ Counselor, bilingual support, and students with disabilities support
- ★ Depending on grade level, electives may be included

Recommended that students commit to at least one semester to attend Learning House

The Learning House is a virtual learning environment that goes beyond the traditional school experience. Each Learning House groups together students from throughout the district with a small team of core-subject and elective teachers, to form a learning community. Students get to know students from other schools and the teacher team works with all of the students and includes standards-based instruction, project-based learning, design thinking, and projects that blend together learning across content areas helping students connect their learning to real world application. Students learn to develop skills necessary to engage with issues we face in our local, national, and international community through exploration of:

- **SELF:** Through the use of curriculum focused on discovering purpose and belonging our students discover who they are, what’s important to them and their current purpose.
- **LIFE:** With the help of our community partners and staff, our students learn how to articulate their purpose and design their roadmap for the future.

## SRCS Return to School Plan 2020-21

- **COMMUNITY:** Once our students have a sense of themselves and their future plans, they turn their focus to the community, learning the importance of civic engagement and service learning.
- **SERVICE:** Civic engagement and service learning will be demonstrated through student led real world projects.
- **CONNECTION:** Intervention and enrichment are a key component of the program to strengthen and engage all learners.

It is recommended that students be enrolled in the Learning House at least one semester. Should the student return to their school site after the semester, a transition plan will be developed that includes a meeting with a site administrator to discuss scheduling, student cohorts, health and safety precautions and other considerations in moving from the learning house to learning at school.

### Highlights of Learning House:

- For grades KA-12
- Students meet students from other schools (placed in classes with student from other schools)
- Curriculum includes standards based instruction, project-based learning, design thinking and real world projects.
- The curriculum is integrated with core subject areas (English, math, science, history)
- Enrichment and Intervention will be provided
- Students remain “registered” in their current school while in Learning House, so they don’t lose their spot in that school
- If students are in a specialized school or program, such as ArtQuest or a language immersion charter school, they do not lose their spot in that school or program; however, they will not be taking those specialized classes. Students who enroll in Learning House may not be able to complete specialized program (such as IB or Early College Magnet) requirements before graduation
- There will be several “Learning Houses,” so there is room for everyone
- All learners are welcome, including Special Education, English Language Learners
- Students will receive standards-based instruction, so this model is an option for high school students who are interested in taking tests such as AP tests or the SAT
- Electives will be offered
- Students will attend online school every day except Wednesday, when teachers are in professional development. On that day, students will check-in with teachers but will not have online instruction.

## Learning House Schedule

## SRCS Return to School Plan 2020-21

### K - 6 Student Schedule

Live zoom teaching time is to be minimized to 30 minutes per learning block. Subject to change.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Morning mtg.	Morning mtg.	8:00 - 10:00 Professional Development	Morning mtg.	Morning mtg.
8:30-10:00	Learning Block	Learning Block		Learning Block	Learning Block
10-10:20am	Break	Break	10:00 - 10:20 Break	Break	Break
10:20-12:20	Learning Block	Learning Block	10:20 - 12:20 Common Planning	Learning Block	Learning Block
12:20 - 12:50	Lunch	Lunch	12:20 - 12:50 Lunch	Lunch	Lunch
12:50-1:20pm	Teacher Prep	Teacher Prep	12:50 - 1:20 Teacher Prep	Teacher Prep	Teacher Prep
12:50 - 1:20pm -	Student Movement	Student Movement		Student Movement.	Student Movement.
1:20 - 2:00	ELD	ELD	1:20 - 2:30 Distance Learning Movement Ind. work, chores, play, etc	ELD	ELD
2:00-2:30	Small group	Small group		Small group	Small group

- One teacher in each house.
- In grades K - 3, 24 students per house.
- In grades 4 - 6, 32 students per house.

Expectations in Elementary Model for the Learning House	
Teacher	Students
<b>Instruction:</b> 120 minutes of live interaction with students daily, including: <ul style="list-style-type: none"> <li>• Lead daily morning meeting</li> <li>• Lead one 30-minute mini-lesson, alternating between ELA and Math; lessons should leverage science and history content as much as possible for grade level</li> <li>• Facilitate two 30-minute small group work sessions per day (5 students per group)</li> </ul>	<b>Instruction:</b> 60-90 minutes of live interaction with teachers daily, including: <ul style="list-style-type: none"> <li>• Daily morning meeting for wellness check-in and overview of the day</li> <li>• Daily 30-minute lesson, alternating between ELA and Math</li> <li>• Twice-weekly 30-minute small group sessions</li> </ul> 60-90 minutes of independent work daily, including:

## SRCS Return to School Plan 2020-21

<p>Remainder of time used for planning, reviewing student work, providing feedback, and preparing assignments</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Virtual office hours and phone check-ins for priority students</li> <li>• Communicate with families to support students weekly or bi-weekly</li> <li>• Attend virtual staff meetings, collaboration opportunities, grade level team/department meetingsteam/department/house meetings</li> <li>• Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Attendance:</b> The student attends class at assigned times on assigned days, students are required by law to be engaged in school daily.</p> <p><b>Behavior:</b> School and classroom rules and procedures Apply in a distance learning setting.</p> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Participate in the development of new MTSS structures that provide online learning methods but still support Academics, Attendance, Student Wellness and Student Behaviors.</li> <li>• Participate in MTSS team activities as appropriate to support struggling students in their classes</li> </ul>	<ul style="list-style-type: none"> <li>• 30 minutes of reading daily</li> <li>• 30-60 minutes of independent work daily, submitting assignments online</li> </ul> <p>At least 30 minutes of movement and exercise daily</p> <p>Additional intervention support provided by aide or specialist based on individual need</p> <p><b>Communication:</b> Ability to reach teacher virtually during office hours</p> <p><b>Attendance:</b> The student is expected to check the teacher's Google Classroom/zoom/learning platform and district Gmail and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p> <p><b>Behavior:</b> Students are expected to behave appropriately when on a Zoom connection with other students and teachers. This includes keeping the camera on so the teacher and other students can see the student's image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies,</p>
--	---

## SRCS Return to School Plan 2020-21

<p><b>Social-Emotional Learning:</b></p> <ul style="list-style-type: none"><li>• Establish routines</li><li>• Utilize Tier 1 supports for students and identify students in need of Tier 2 and 3 interventions.</li><li>• Provide opportunities for students to connect with the teacher and each other (survey, check-in, mini zoom conference)</li></ul>	<p>and guidelines, disciplinary action may be taken for any violation.</p> <p><b>Work Effort:</b></p> <p>Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p>
<p><b>Parents</b></p>	
<ul style="list-style-type: none"><li>• Parents/guardians are expected to meet with teachers either weekly or bi-weekly.</li><li>• The parent/guardian is expected to communicate early with the teacher if he/she notices a change in the student's learning, behavior, and/or demeanor</li><li>• Technology training will be provided for students and families.</li><li>• The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the <a href="#">Learning Coach Tip Sheet</a></li></ul>	

## SRCS Return to School Plan 2020-21

### 7 - 12 Student Schedule

Live zoom teaching time is to be minimized to 30 minutes per period. All content, lessons and activities will be posted on Google Classroom. Subject to change.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:30-9:00</b>	Advisory / community meeting	Advisory / community meeting	<b>Wednesday</b>	Advisory / Community meeting	Advisory / community meeting
<b>9:00-10:00</b>	Ind. work 1:1 Small Group	Ind. work 1:1 Small Group	<u>8:00 - 10:00</u> Professional Development (site or district)	Ind. work 1:1 Small Group	Ind. work 1:1 Small Group
<b>10:00-10:30</b>	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	<u>10:00 - 10:15</u> Break	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements
<b>10:30-11:00</b>	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	<u>10:15 - 11:45</u> Prep for Distance Learning Prep Work Lesson Planning Common Planning Grading	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements
<b>11:00-12</b>	Lunch/movement	Lunch/movement		Lunch/movement	Lunch/movement
<b>12:00-12:30</b>	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	<u>11:45 - 12:15</u> Lunch	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements
<b>12:30-1:00</b>	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	<u>12:15 - 3:00</u> Daily Live Interaction per SB 98	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements
<b>1:00-1:30</b>	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements		ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements	ELA/ Math/ Science/ Social Science/Elective instruction/Other Requirements
<b>1:30-2:30</b>	Student Support Student Enrichment WOLA/CTE/Work Experience <b>See table below</b>	Student Support Student Enrichment WOLA/CTE/Work Experience <b>See table below</b>		Student Support Student Enrichment WOLA/CTE/Work Experience <b>See table below</b>	Student Support Student Enrichment WOLA/CTE/Work Experience <b>See table below</b>
<b>2:30 - 3:30</b>	Common Planning Prep Conferencing	Common Planning Prep Conferencing		Common Planning Prep Conferencing	Common Planning Prep Conferencing

## SRCS Return to School Plan 2020-21

- *Four content teachers and an elective teacher are sharing a caseload of 165 students. The students are cohorted and rotate between ELA, Math, Science, Social Science on a daily wheel.*
- *Other Requirements in the cohort will cover PE/CTE/VAPA*
- *Content blocks can be combined to support real world projects between disciplines.*
- *Students take up to two electives which are a part of the wheel*

### **Student Support:**

Tutorial/Interventions, Student Engagement, Student clubs Leadership Activities, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support. Restorative Practices, College Counseling, Career Counseling. Opportunities to take WOLA/CTE and participate in Work Experience

### **Student Enrichment:**

College & Career Presentations, Study Skills workshops, Guest speakers, Extra Club Meetings, Service Projects AP/Honors Activities, Leadership Activities, UCC Activities, Field Trips (virtual or outdoor)

Expectations in Secondary Model for the Learning House	
Teacher	Students
<p><b>Instruction:</b> Establish an appropriate schedule to check-in with students and families either weekly or bi-weekly by phone or zoom in order to help identify students falling behind in their work or in danger of failing or dropping out of school</p> <p>150 minutes of live interaction with students daily, including:</p> <ul style="list-style-type: none"> <li>• Lead daily 30-minute advisory meeting (wellness check-in and homeroom)</li> <li>• Lead four or five 30-minute content-area live video lessons to check for student understanding and support students as they progress through new content</li> </ul> <p>Creating or curating pre-recorded video lessons or online learning modules for students to complete independently</p> <ul style="list-style-type: none"> <li>• Teachers can record their own or team up with other teachers to deliver the same instructional module</li> <li>• Lessons can be recorded with phone or via video platform (e.g., Zoom) and posted to online classroom</li> </ul>	<p><b>Instruction:</b></p> <p>Up to 60 minutes (middle school) or up to 90 minutes (high school) of live interaction with teachers daily (e.g., socratic seminars for humanities classes, math workshops, collaborative learning time), including:</p> <ul style="list-style-type: none"> <li>• Middle school: <ul style="list-style-type: none"> <li>○ One 30-minute session of live academic instruction daily</li> <li>○ Daily 30-minute advisory period (wellness check-in and homeroom)</li> </ul> </li> <li>• High school: One or two 30-minute sessions of live academic instruction daily</li> </ul> <p>Up to 120 minutes (middle school) or up to 180 minutes (high school) of asynchronous, recorded lessons and online assignments daily, including:</p>



## SRCS Return to School Plan 2020-21

<p>60 minutes of virtual office hours and phone check-ins for priority students</p> <p>Remainder of time used for planning, reviewing student work, providing feedback, and preparing lessons</p> <p>Teachers should build challenging and relevant learning experiences for students that allow students to be the drivers of their own learning.</p> <p>Teachers should closely monitor student progress, by building learning activities that have specific check in points, as well as multiple opportunities for teachers to provide feedback to students on progress as students move through online assignments and projects Assessments should be formative in nature to the largest extent possible.</p> <p>Full group meetings with students and teachers will occur at least one time weekly.</p> <p>Break out groups for intervention, enrichment, tutoring and check in should occur.</p> <p>The model of 60% on core and elective curriculum through Acellus/Google Classroom/Zoom and 40% on interdisciplinary learning should be considered.</p> <p>Limits on screen time will be considered as to what is appropriate for grade levels.</p> <p>Collaboration and planning time for learning house educators will be provided.</p> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>● Virtual office hours and phone check-ins for priority students</li> <li>● Communicate with families to support students weekly or bi-weekly</li> </ul>	<ul style="list-style-type: none"> <li>● Middle school: <ul style="list-style-type: none"> <li>○ Four 30-minute sessions of recorded academic instruction daily</li> </ul> </li> <li>● High school <ul style="list-style-type: none"> <li>○ Six 30-minute sessions of recorded academic instruction daily</li> </ul> </li> </ul> <p><b>Additional work:</b></p> <ul style="list-style-type: none"> <li>● At least 30 minutes of reading daily</li> <li>● At least 30 minutes of movement and exercise daily</li> <li>● Ability to reach teacher virtually during office hours (at least twice weekly)</li> <li>● Additional Learning Block time to be used for:</li> <li>● Intervention support provided by aide or specialist based on individual need</li> <li>● Independent work study groups, electives, and clubs, depending on school schedules and individual student course load—see weekly schedule for example</li> </ul> <p>Students are expected to attend daily, complete assignments and adhere to SRCS behavioral guidelines.</p> <p><b>Communication:</b> Ability to reach teacher virtually during office hours</p>
---	--

## SRCS Return to School Plan 2020-21

<ul style="list-style-type: none"> <li>• Attend virtual staff meetings, collaboration opportunities, grade level team/department meetingsteam/department/house meetings</li> <li>• Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Attendance:</b> The student attends class at assigned times on assigned days, students are required by law to be engaged in school daily.</p> <p><b>Behavior:</b> School and classroom rules and procedures Apply in a distance learning setting.</p> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Participate in the development of new MTSS structures that provide online learning methods but still support Academics, Attendance, Student Wellness and Student Behaviors.</li> <li>• Participate in MTSS team activities as appropriate to support struggling students in their classes</li> </ul> <p><b>Social-Emotional Learning</b></p> <ul style="list-style-type: none"> <li>• Establish routines</li> <li>• Utilize Tier 1 supports for students and identify students in need of Tier 2 and 3 interventions.</li> <li>• Provide opportunities for students to connect with the teacher and each other (survey, check-in, mini zoom conference)</li> </ul>	<p><b>Attendance:</b> The student is expected to check the teacher's Google Classroom/zoom/learning platform and district Gmail and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p> <p><b>Behavior:</b> Students are expected to behave appropriately when on a Zoom connection with other students and teachers. This includes keeping the camera on so the teacher and other students can see the student's image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.</p> <p><b>Work Effort:</b> Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p>
--	--

## SRCS Return to School Plan 2020-21

Parents
<ul style="list-style-type: none"> <li>• The parent/guardian is expected to communicate early with the teacher if he/she notices a change in the student's learning, behavior, and/or demeanor</li> <li>• Technology training will be provided for students and families.</li> <li>• The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the <a href="#">Learning Coach Tip Sheet</a></li> </ul>

The learning platform used for credit recovery in grades 9 - 12 and to supplement instruction in Kindergarten through 12th grade will be the online program Acellus which offers programs in all subject areas including Advanced Placement, Career Technical, World Language and Visual and Performing Arts.

Per California Senate Bill 98, Learning House teachers will:

- Establish an appropriate schedule to check-in with students and families either weekly or bi-weekly by phone or zoom in order to help identify students falling behind in their work or in danger of failing or dropping out of school;
- Keep a weekly engagement record for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments;
- Maintain learning time equivalent to seat time in the hybrid model

### Sample Schedules for Learning House

#### SAMPLE Learning House Elementary Student

Time	Class Activity	Time	Class Activity
8:00	Morning Meeting with Teacher	10:00	Break
8:30	CCD Unit of Study - Cross Disciplinary	10:20	Math
9:00	Project Based Learning	11:00	Writing Block
9:30	Project Based Learning	11:50	Small Group Support
<p><b>Support:</b> Tutorial/Interventions, Student Engagement, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support. Restorative Practices.</p> <p><b>Enrichment:</b> Music, Physical Education, Art, Guest Speakers, Student Clubs, Leadership Activities, Projects, Field Trips (virtual or outdoor).</p>			

## SRCS Return to School Plan 2020-21

### SAMPLE Learning House Middle School Student

Block	Cross Discipline Classes	Block	Cross Discipline Classes
1	Math and Science	4	Project Development Collaboration
2	Elective or PE	5	Math and English
3	English and Social Studies	6	Science and Social Studies
<p><b>Support:</b> Tutorial/Interventions, Student Engagement, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support. Restorative Practices.</p> <p><b>Enrichment:</b> College &amp; Career Presentations, Study Skills Workshops, Guest Speakers, Student Clubs, Leadership Activities, Service Projects, AP/Honors Activities, Field Trips (virtual or outdoor), Participation in Work Experience</p>			

### SAMPLE Learning House High School Student

Block	Cross Discipline Groups	Block	Cross Discipline Groups
1	English and Social Studies	4	Math and English
2	CTE/VAPA/PE	5	Project Development Collaboration
3	Math and Science	6	Science and Social Studies
<p><b>Support:</b> Tutorial/Interventions, Student Engagement, Counseling Groups, IEPs/504s/SSTs, Newcomer and ELL support. Restorative Practices, College Counseling, Career Counseling.</p> <p><b>Enrichment:</b> College &amp; Career Presentations, Study Skills Workshops, Guest Speakers, Student Clubs, Leadership Activities, Service Projects, AP/Honors Activities, Field Trips (virtual or outdoor), Participation in Work Experience</p>			

## SRCS Return to School Plan 2020-21

### Other educational programs

Before considering other programs, it's recommended that students try the Hybrid Model, Distance Learning Model, or Learning House Model first. For students whose learning needs are not met through any of those models, there are other educational programs that can be considered, including Independent Study and Home and Hospital. Families that are interested in these programs should discuss them with their school principal/administrator.

**Independent Study** is available for grades Kindergarten through 12th grade, and is authorized by the Board of Education in [Board Policy 6158](#) as an optional, alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Students in this program generally work independently and meet with a teacher once a week. Independent study offers a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning.

Students who want to participate in Independent Study will work with their site administration according to a written agreement and under the general supervision of a credentialed teacher, or teachers. While independent study students follow the district-adopted curriculum and meet the district graduation requirements, independent study offers flexibility to meet individual student needs, interests, and styles of learning. The minimum number of days a student can enroll in Independent Study is 5 and the maximum is 18 days. To continue in Independent Study past 18 days, approval is needed from the administrator.

**Home and Hospital** will also be under the umbrella of the Learning House. The Home and Hospital Instruction Program (California *Education Code* Section [48206.3](#)) and [Board Policy 6183](#) serves students who incur a temporary disability, which makes attendance in the regular day classes or alternative education program impossible or inadvisable. Home-hospital serves students with a temporary disability in the student's home or in a hospital or other residential health facility, excluding state hospitals. The parent or guardian will need to notify the school of the student's presence in a qualifying hospital or facility or if at home. With the parent or guardian, a determination will be made regarding which option for continued learning may be best for the student: individualized instruction as provided by a home/hospital teacher or independent study.

For further information, please contact:

Tim Zalunardo	Director, Teaching and Learning	<a href="mailto:tzalunardo@srcs.k12.ca.us">tzalunardo@srcs.k12.ca.us</a> (707) 890-3800 x80335
---------------	---------------------------------	---



---

The COVID-19 pandemic has highlighted the many ways in which public schools strengthen the fabric of community life and provide a safety net for our most vulnerable students. Each and every student deserves to learn in a supportive environment where they can thrive, and it is our mission to continue to provide an environment for our students to flourish.

To every extent possible, students with exceptional needs shall have the elements in their Individualized Education Program (IEP) met. This could include both in-person and distance learning settings. Student's Case Managers will be required to meet with families to determine which, if any, services need to be adjusted.

During this time, regardless of the model, all elements of the Individual with Disabilities Education Act (IDEA) must be met. Service providers such as Speech and Language or Counseling services must continue to provide services, either through online services or in-person as developed in the IEP.

However, distance learning is not accessible to many students with exceptional needs. Many populations cannot have their developmental, educational, health and other needs met in an online environment.

The Special Services team recommends a safe return to site-based learning in the 2020-2021 school year for some of our populations requiring Special Education services, specifically those with significant special needs. These populations include:

## SRCS Return to School Plan 2020-21

Grade Level/Age	Program	Services	Location
3-5 year old	Preschool/Early Childhood Education	Special Day Class	Steele Lane Elementary / Lewis
K-6 grade	Deaf/Hard of Hearing (DHH)	Special Day Class	Hidden Valley Elementary / Lewis
K-6 grade	Extensive Support Needs	Special Day Class	Lincoln Elementary
7-8 grade	Extensive Support Needs	Special Day Class	Slater, Cook Middle Schools
9-12 grade	Extensive Support Needs	Special Day Class	Santa Rosa High School Elsie Allen High School Montgomery High School
3-6 grade	Rise Program	Autism Support	Brook Hill Elementary
7-8 grade	Rise Program	Autism Support	Comstock Middle School
9-12 grade	Rise Program	Autism Support	Maria Carrillo High School Piner High School
7-8 grade	CEP Program	Counseling	Santa Rosa Middle School
9-12 grade	CEP Program	Counseling	Montgomery High School Santa Rosa High School
18-22 year old	Transition Program	Adult Job Skills	Ridgway High School
KA-6 grade	Mild/Moderate	Special Day Class	All elementary schools

Students with mild to moderate disabilities may benefit from hybrid models that include some time in-person and some time in the distance learning model depending on their age. These decisions will be made in consultation with the IEP Team.

The IEP is the roadmap for each student with a disability, and in these challenging and evolving times including COVID-19 restrictions, it is critical that the IEP team meets and works with the family to jointly determine what is working for each student in distance learning and a hybrid environment as well as what accommodations and modality of learning allows the greatest access.

## SRCS Return to School Plan 2020-21

To support the student's access to the general education classroom within the hybrid and distance learning learning models, and to meet the required elements of the Individuals with Disabilities Education Act (IDEA), SRCS will:

- Provide services in the IEP in the least restrictive setting.
- Meet current service obligations of all IEPs, or modify current IEPs to meet the needs of any changes in service.
- All Related Service Providers, School Psychologists, Speech and Language Pathologists, Adapted Physical Education, and School Nurses shall provide services to the students they are assigned as outlined in each student's IEP.

If families are experiencing any concerns with the distance learning or hybrid model, Case Managers and SRCS Program Managers are available to support your student.

Schools	Name	E-mail
Kid Street Charter, Preschool Program (Special Day Classes, Inclusion, Speech-Language Clinic, Motor Clinic), Early Start DHH, DHH K-6th	Janel Plack	<a href="mailto:jplack@srcs.k12.ca.us">jplack@srcs.k12.ca.us</a>
Burbank (first Semester) Lehman (first Semester) RHS (First Semester)	Cathy Wisor	<a href="mailto:cwisor@srcs.k12.ca.us">cwisor@srcs.k12.ca.us</a>
ESN K-12, Full Inclusion Transition 18-22	Julie Promes	<a href="mailto:jpromes@srcs.k12.ca.us">jpromes@srcs.k12.ca.us</a>
Elsie Allen, Cook, CCLA, Brookhill, Lincoln	Alyssa Lund	<a href="mailto:alund@srcs.k12.ca.us">alund@srcs.k12.ca.us</a>
Piner, Comstock, Steele Lane, Monroe, Biella	Lorrie Clarke	<a href="mailto:lclarke@srcs.k12.ca.us">lclarke@srcs.k12.ca.us</a>
Santa Rosa High, Santa Rosa Middle, Proctor Terrace	Daryl Coryell	<a href="mailto:dcoryell@srcs.k12.ca.us">dcoryell@srcs.k12.ca.us</a>
Montgomery, Slater, Hidden Valley, French-American	Jaime Quirino Bautista	<a href="mailto:jbautista@srcs.k12.ca.us">jbautista@srcs.k12.ca.us</a>
Maria Carrillo, Rincon Valley, Accelerated Charter, Arts Charter	Noelle Anderson	<a href="mailto:nanderson@srcs.k12.ca.us">nanderson@srcs.k12.ca.us</a>
Director, Special Services	Sonya Randrup	<a href="mailto:srandrup@srcs.k12.ca.us">srandrup@srcs.k12.ca.us</a>





According to the California Department of Education's *Stronger Together* guidebook, English learners will need additional support to rebalance and refocus on the task of learning and being productive in the school community with the goal to achieve the same rigorous grade-level academic language standards that are expected from all students within a reasonable period of time. To accomplish these goals, all English learners must receive a comprehensive program of both designated and integrated English language development (ELD) instruction targeted to their proficiency level, and appropriate academic instruction in a language acquisition program.

The California English Learner Roadmap Policy, Principle One addresses the need to embrace our English learners as assets to our schools and community and Principle Two the need to provide meaningful access to a full standards-based and relevant curriculum through Designated and Integrated ELD language instruction services that are required to be provided to all English learner students regardless of grade and proficiency level.



As per the [SRCS English Learner Master Plan](#), all English learners shall be provided with a minimum of 30 minutes a day of Designated ELD instruction by a certificated staff member. This Designated ELD instruction shall be targeted at EL proficiency levels with groupings of not more than two proficiency levels, aligned to the 2012 California English Language Development Standards, focused on communicative purposes, not discrete grammar instruction, address the speaking, listening reading and writing domains and include systematic development of academic vocabulary. For the secondary level, this includes at least one period of Designated ELD per school day, with two periods for newcomer students, and is part of a comprehensive Designated ELD course sequence. Board-approved curriculum (*Wonders Designated ELD*, *Inside the U.S.*, *Inside*, and *Edge*) must be used to support the instruction.

The World House Program has been established to support newly arrived middle school youth in Santa Rosa City Schools. The program will operate at Lawrence Cook Middle School. The focus of World House is to support newcomers in learning English while integrating into a new country, new culture, and a new educational system. The World House Program is set up to support students who have been in the US for 0-2 years.

## SRCS Return to School Plan 2020-21

### Distance Learning or Hybrid Learning Models

Synchronous Designated ELD	Asynchronous Designated ELD
<ul style="list-style-type: none"> <li>• Live virtual lessons/meetings</li> <li>• Phone calls</li> <li>• Small group lessons                             <ul style="list-style-type: none"> <li>○ By proficiency levels with scaffolds</li> </ul> </li> <li>• In mixed level groups for fluency building</li> <li>• Teacher feedback and support as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Previously-recorded lesson and videos</li> <li>• Phone and text messages</li> <li>• ELD assignments/projects using approved ELD curriculum</li> <li>• Paper and pencil activities</li> <li>• Reading logs and journals</li> <li>• Goal setting and reflection</li> </ul>

Student Expectations	
At School	Online
<p><b>Attendance:</b> The student attends class on assigned days, and students' cohort day, students are required by law to attend school unless the family has made the decision to participate in the full distance learning model.</p> <p><b>Behavior:</b> School and classroom rules and procedures apply.</p> <p><b>Work Effort:</b> Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p>	<p><b>Attendance:</b> The student is expected to check the teacher's Google Classroom and district Gmail and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p> <p><b>Behavior:</b> Students are expected to behave appropriately when on a Zoom connection with other students and teachers. This includes keeping the camera on so the teacher and other students can see the student's image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.</p> <p><b>Work Effort:</b> Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she is experiencing difficulty in completing the work.</p>

## SRCS Return to School Plan 2020-21

Parent Expectations	
At School	Online
<p><b>Attendance:</b> The parent is responsible for reporting a student absence in a timely manner. COVID-19 related absences are excused. All other absences will be reported in the normal school procedures.</p> <p><b>Communication:</b> The parent/guardian is expected to communicate early with the teacher, counselor, or site administration if he/she notices a change in the student's learning, behavior, and/or demeanor.</p>	<p><b>Help at Home:</b> The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists their student in developing study habits, establishing a place to learn, and a schedule. See the <a href="#">Learning Coach Tip Sheet</a></p> <p><b>Communication:</b> The parent/guardian is expected to communicate early with the teacher, counselor, or site administration if he/she notices a change in the student's learning, behavior, and/or demeanor.</p>

## SRCS Return to School Plan 2020-21

Administration/Site Expectations	
At School	On Line
<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>• Work with grade-level teams, EL team and/or departments to establish support and intervention plans for EL students</li> <li>• Observe instruction to provide feedback and support in a non-evaluative manner</li> <li>• Collaborate with counselors and teachers to support students and families</li> <li>• Develop school-wide goals and involve all stakeholders in discussion and implementation of EL site plan</li> </ul> <p><b>School Culture:</b></p> <ul style="list-style-type: none"> <li>• Engage all stakeholders to ensure the school site is a safe, welcoming environment for all students</li> <li>• Provide restorative practices and discipline for students not following school rules and board policy</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Communicate with families regularly via ParentSquare and school newsletters, school event calendar, and school website</li> <li>• Attend ELAC meetings</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Insure MTSS systems are in operation for all areas of student supports: Academics, Attendance, Student Wellness and Student Behaviors</li> <li>• Use MTSS tiered structures for monitoring and developing interventions and supports for students and families</li> </ul>	<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>• Support faculty and staff with Google Classroom and online learning platforms</li> <li>• Observe on-line instruction to provide feedback and support in a non-evaluative manner</li> <li>• Collaborate with SRCS Teaching and Learning to provide appropriate professional development and training for staff to support EL students</li> </ul> <p><b>School Culture:</b></p> <ul style="list-style-type: none"> <li>• Engage all stakeholders to ensure the online classroom is a safe, welcoming environment for all students</li> <li>• Provide restorative practices and discipline for students not following the online behavior agreements.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Provide a robust parent outreach program that includes workshops/ training for Google Classroom, support/intervention, the key elements of the learning models, etc.</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>• Develop similar MTSS systems for online programs and insure systems are in operation for all areas of student supports: Academics, Attendance, Student Wellness and Student Behaviors</li> <li>• Use MTSS tiered structures for teacher to student and family communication</li> </ul>

## SRCS Return to School Plan 2020-21

Teacher Expectations	
At School	Online
<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>● Provide a minimum of 30 minutes of daily Designated ELD (elementary) or one class period (secondary).</li> <li>● Designated ELD must be taught by a credentialed teacher</li> <li>● Determine essential standards to focus on learning</li> <li>● Use board approved ELD curriculum (Wonders ELD, Inside the U.S., Inside or Edge)</li> <li>● Collaborate with grade level and/or departments to build/share lessons</li> <li>● Closely monitor student progress, by building learning activities that have specific check-in points, as well as multiple opportunities for teachers to provide feedback to students on progress as students move through assignments and projects</li> <li>● Provide diagnostic, formative, and summative assessments to assess students' ability and performance.</li> </ul> <p><b>Social-Emotional Learning:</b></p> <ul style="list-style-type: none"> <li>● Provide SEL opportunity - check-in, mindful moment, classroom circle</li> <li>● Establish routine</li> <li>● Utilize Tier 1 supports for students and identify students in need of Tier 2 and 3 interventions.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>● Communicate with families to support students</li> <li>● Use MTSS tiered structures for teacher to student and family communication</li> </ul>	<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>● Provide a minimum of 30 minutes of daily Designated ELD (elementary) or one class period (secondary).</li> <li>● Designated ELD can be provided synchronously in the form of virtual meetings or phone check-ins (e.g., Google Meet, Zoom) <ul style="list-style-type: none"> <li>○ Check-in with English learners to provide Designated &amp; Integrated ELD lessons and support</li> <li>○ Offer virtual lessons &amp; modeling to English learners with lower proficiency levels <i>more often</i></li> </ul> </li> <li>● Designated ELD must be taught by a credentialed teacher</li> <li>● Determine essential standards to focus on learning</li> <li>● Use board approved ELD curriculum (Wonders ELD, Inside the U.S., Inside or Edge)</li> <li>● Collaborate with grade level and/or departments to build/share lessons</li> <li>● Closely monitor student progress, by building learning activities that have specific check-in points, as well as multiple opportunities for teachers to provide feedback to students on progress as students move through assignments and projects</li> <li>● Provide diagnostic, formative, and summative assessments to assess students' ability and performance.</li> <li>● Strategically schedule virtual meetings with smaller groups of students to facilitate student discourse ensuring</li> </ul>

## SRCS Return to School Plan 2020-21

<p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"><li>● Provide universal tier 1 activities for students that support Academics, Attendance, Student Wellness and Student Behaviors.</li><li>● Participate in MTSS team activities as appropriate to support struggling students in their classes.</li></ul>	<ul style="list-style-type: none"><li>○ Adapt pacing &amp; activities based on what has been previously taught &amp; what your English learners need next</li><li>○ Teachers may need to provide modeling, support, or differentiated directions or activities by proficiency level</li><li>○ Adjust directions or weekly goals as needed (e.g., complete 4 out of 5 activities each week)</li></ul> <p><b>Social-Emotional. Learning:</b></p> <ul style="list-style-type: none"><li>● Provide an online opportunity for students to connect with the teacher (survey, check-in, mini zoom conference)</li></ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"><li>● Teachers are encouraged to keep a log of virtual meetings or phone contact with English learners &amp; families</li><li>● Communicate times available for tutoring or help</li><li>● Use MTSS tiered structures for teacher to student and family communication</li></ul> <p><b>Multi-Tiered System of Support</b></p> <ul style="list-style-type: none"><li>● Participate in MTSS team activities as appropriate to support struggling EL students in their classes.</li></ul>
--	---

### Family Engagement

The Sonoma County Roadmap to A Safe Reopening document states that COVID-19 is disproportionately impacting local Latinos. While not all English learners are Latinos and not all Latinos are English learners, there is heavy crossover in Sonoma County. It is important to engage and support English learner families to receive information in a language they understand. Currently, all SRCS school sites have Family Engagement Facilitators who have been instrumental in communicating with and supporting families during times of need. All Family Engagement Facilitators will continue to work closely with administration and staff to provide support, communicate with students and families and disseminate information.

## SRCS Return to School Plan 2020-21

Similarly, Supporting our Language Learner (SOLL) Counselors will contact EL students on their caseload to review academic, social-emotional needs, grades, attendance; discuss any support needed by students and families; and document in the Student Information System as well as communicate with site administration and staff.

The English Learner (EL) Specialist will support the implementation of the English Language Development program to ensure English learners meet appropriate language acquisition proficiency levels, ensuring academic goals are met as determined by English Language Proficiency Assessment for California (ELPAC) and academic expectations of Santa Rosa City Schools.

The elementary and secondary EL Specialist positions will support English learners by facilitating professional learning communities and support the work of teachers grounded in pedagogy and support for English language learners, lead and provide professional development, provide the Initial and Summative ELPAC assessments to students, coach staff with the board approved ELD curriculum (*Wonders ELD*, *Inside the U.S.*, *Inside and Edge*) and assisting students and families as needed.

Family Engagement Facilitator Expectations	
At School	On Line
<p><b>Communication:</b></p> <ul style="list-style-type: none"><li>• Communicate with families regularly via ParentSquare, phone calls and email</li><li>• Supports the planning, organizing, and communication of ELAC meetings</li><li>• Translates oral and written materials for site</li></ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"><li>• Maintains records and files of assessment and student data, prepares documentation for reclassification and monitors student linguistic progress</li><li>• Assists with planning, organizing and scheduling the English Language Proficiency Assessments for California</li></ul>	<p><b>Communication:</b></p> <ul style="list-style-type: none"><li>• Communicate with families regularly via ParentSquare, phone calls and email</li><li>• Supports the planning, organizing, and communication of virtual ELAC meetings</li><li>• Translates oral and written materials for site remotely</li><li>• Assist with virtual parent education workshops and trainings</li></ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"><li>• Maintains records and files of assessment and student data, prepares documentation for reclassification and monitors student linguistic progress</li></ul>

## SRCS Return to School Plan 2020-21

English Learner Specialist Expectations	
At School	On Line
<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>Provides coaching and support for staff at schools sites on best strategies to support Integrated and Designated ELD instruction</li> <li>Facilitates professional learning communities to support the work of teachers with theoretically grounded pedagogy and interventions for EL students</li> <li>Supports the development of Individualized Learning Plans for English Learners that moves them effectively and efficiently to proficiency in English</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Supports the planning, organizing, and communication of ELAC meetings</li> <li>Assist with parent education workshops and trainings for EL parents</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>Assists with planning, organizing and scheduling the English Language Proficiency Assessments for California</li> <li>Supports maintaining records and files of assessment and student data, prepares reports and documentation for reclassification and monitors student linguistic progress</li> </ul>	<p><b>Instructional Planning:</b></p> <ul style="list-style-type: none"> <li>Provides coaching and support for staff at schools sites on best strategies to support Integrated and Designated ELD instruction virtually</li> <li>Virtually facilitates professional learning communities to support the work of teachers with theoretically grounded pedagogy and interventions for EL students</li> <li>Supports the development of Individualized Learning Plans for English Learners that moves them effectively and efficiently to proficiency in English</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Supports the planning, organizing, and communication of virtual ELAC meetings</li> <li>Assist with virtual parent education workshops and trainings for EL families</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>Assists in maintaining records and files of assessment and student data, prepares reports and documentation for reclassification and monitors student linguistic progress</li> </ul>



## SRCS Return to School Plan 2020-21

SOLL Counselor Expectations (secondary)	
At School	On Line
<p><b>Academic Support:</b></p> <ul style="list-style-type: none"> <li>Support student by reviewing academic standing, grades, attendance and supports needed to be academically successful</li> <li>Develops individualized Learning Plans for English Learners that moves them effectively and efficiently to proficiency in English</li> </ul> <p><b>School Culture:</b></p> <ul style="list-style-type: none"> <li>Provide support to student by promoting student communication and advocacy skills</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Communicate with families regularly via ParentSquare, phone call or email</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>Insure MTSS systems are in operation for all areas of student supports: Academics, Attendance, Student Wellness and Student Behaviors for EL students</li> <li>Use MTSS tiered structures for monitoring and developing interventions and supports for EL students and families</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>Assists with planning, organizing and scheduling the English Language Proficiency Assessments for California</li> <li>Supports maintaining records and files of assessment and student data, prepares reports and documentation for reclassification and monitors student linguistic progress</li> </ul>	<p><b>Academic Support:</b></p> <ul style="list-style-type: none"> <li>Support student by reviewing academic standing, grades, attendance and supports needed to be academically successful</li> <li>Develops individualized Learning Plans for English Learners that moves them effectively and efficiently to proficiency in English</li> </ul> <p><b>School Culture:</b></p> <ul style="list-style-type: none"> <li>Engage all stakeholders to ensure the online classroom is a safe, welcoming environment for all students</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Support site administration with providing robust parent outreach program that includes workshops/training for Google Classroom, support/intervention, the key elements of the learning models, etc for EL parents and students</li> <li>Supports the planning, organizing, and communication of virtual ELAC meetings</li> <li>Assist with virtual parent education workshops and trainings</li> </ul> <p><b>Multi-Tiered System of Support:</b></p> <ul style="list-style-type: none"> <li>Insure MTSS systems are in operation for all areas of student supports: Academics, Attendance, Student Wellness and Student Behaviors for EL students</li> <li>Use MTSS tiered structures for monitoring and developing interventions and supports for EL students and families</li> <li>Use MTSS tiered structures for teacher to student and family communication</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>Supports maintaining records and files of assessment and student data, prepares reports and documentation for reclassification and monitors student linguistic progress</li> </ul>

## SRCS Return to School Plan 2020-21

### ELPAC

The English Language Proficiency Assessments for California (ELPAC) is the mandated state test for determining English language proficiency. Two separate tests, the Initial ELPAC and the Summative ELPAC, serve two different purposes. The Initial ELPAC assesses students that the Home Language Survey identifies as a possible English learner. This assessment will be given within the first thirty (30) days of a student's enrollment in a California school. If students are not present (physically) in school at the beginning of the 2020-2021 school year and the Initial ELPAC cannot be administered, the student must receive EL services until the student can be assessed and their English language proficiency can be determined.

For those students who completed the Summative ELPAC testing in 2019–2020, SRCS will use the results from the 2019–2020 Summative ELPAC to determine reclassification eligibility. For those students who did not complete testing in the spring of 2019–2020, an optional fall Summative ELPAC window will be open and available between August 20–October 30, 2020.

### ELAC/DELAC

The Executive order passed by Governor Newsom [N-29-20](#) allows for (English Language Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC) meetings, which are public meetings, to be held virtually, provided the Local Education Area (LEA) follows the requirements specified in the order, including providing parents with advance notice of the meeting time, agenda, and teleconferencing information. All school sites must continue to hold these meetings and cover the mandated topics for [ELAC](#) and [DELAC](#).

## Resources to Support English Learners in our District

### Articles/Artículos

Resource/Recursos	Link/Enlace
6 Key Considerations for Supporting English Learners with Distance Learning  <i>6 consideraciones claves para apoyar a los estudiantes de inglés con el aprendizaje a distancia</i>	<a href="#">6 Key Considerations for Supporting ELL in Distance Learning</a>

## SRCS Return to School Plan 2020-21

Supporting multilingual learners (MLLs)/English language learners (ELLs) during the COVID-19 Shutdown  <i>Apoyo a estudiantes multilingües (MLL) / estudiantes de inglés (ELL) durante el COVID-19</i>	<a href="#">Supporting ELL during COVID-19</a>
Californians Together COVID-19 Resources for Educators  <i>Recursos para educadores durante COVID-19 de Californians Together</i>	<a href="#">Californians Together Resources for Educators</a>

### Resources/Recursos

Resource	Link
Sanger Unified School District  <i>Distrito escolar unificado de Sanger</i>	<a href="#">Sanger Unified</a>
California English Learner Roadmap  <i>EL MODELO educativo para aprendices de inglés en California</i>	<a href="#">English Learner Road Map</a>  <a href="#">EL MODELO educativo para aprendices de inglés en California</a>
Considerations for Inclusivity and Support within Designated English Language Development in Remote Learning  <i>Consideraciones para la inclusión y el apoyo dentro del desarrollo designado del idioma inglés en el aprendizaje a distancia</i>	<a href="#">Inclusivity and Support During Distance Learning</a>
ELD Professional Learning Resources for Parents, Teachers and Site Administrators  <i>Recursos de aprendizaje profesionales de ELD para padres, maestros y administradores del plantel</i>	<a href="#">ELD Resource for Parents and Teachers</a>
Beaverton School District	<a href="#">Beaverton School District</a>

## SRCS Return to School Plan 2020-21

<i>Distrito escolar de Beaverton</i>	
<p>California Department of Education Distance Learning Resources for English Learners</p> <p><i>Recursos de aprendizaje a distancia del Departamento de Educación de California para estudiantes de inglés</i></p>	<a href="#">CDE Learning Resource for English Learners</a>
<p>English Learners Community of Practice (Secondary Designated ELD)</p> <p><i>Comunidad de práctica de los aprendices de inglés (ELD designado de secundaria)</i></p>	<a href="#">English Learners Community of Practice: Secondary</a>
<p>English Learners Community of Practice (Elementary Designated ELD)</p> <p><i>Comunidad de práctica de los aprendices de inglés (ELD designado de primaria)</i></p>	<a href="#">English Learners Community of Practice: Elementary</a>

For further information please contact

Contact Information	Sites Supported
<p>Dino Battaglini, SOLL Counselor <a href="mailto:dbattaglini@srcs.k12.ca.us">dbattaglini@srcs.k12.ca.us</a>  (707) 540-4769</p>	<p>Hilliard Comstock Middle School Maria Carrillo High School Piner High School Ridgway High School Rincon Valley Middle School Santa Rosa High School Slater Middle School</p>
<p>Sal Barrera, SOLL Counselor <a href="mailto:sbarrera@srcs.k12.ca.us">sbarrera@srcs.k12.ca.us</a>  (707) 540-4602</p>	<p>Lawrence Cook Middle School Elsie Allen High School Montgomery High School Santa Rosa Middle School</p>
EL Specialist	TBD
EL Specialist	TBD
<p>Eduwiges Llamas, EL Director <a href="mailto:ellamas@srcs.k12.ca.us">ellamas@srcs.k12.ca.us</a> (707) 890-3800 x80328</p>	All school sites



## FOSTER AND HOMELESS YOUTH

---

SRCS is committed to supporting the foster and homeless youth in the district in collaboration with the Sonoma County Office of Education. The District recognizes that additional challenges may occur for this population during the COVID-19 pandemic and is committed to providing the necessary support for their physical, emotional and academic health. This support takes the form of collaboration with students and families, school and district staff, and other county agencies in order to remove barriers to educational access and expand educational opportunities.

By removing barriers that occur due to frequent changes in home placement, SRCS helps to ensure that foster and homeless youth can benefit from uninterrupted educational access. AB 175 (Foster Youth Bill of Rights) provides protections for this vulnerable population of students. School districts are also responsible for ensuring that youth who are experiencing homelessness have full access to educational programs in accordance with the McKinney-Vento Homeless Assistance Act.

**All Sonoma County students have the right to enroll in and attend school, even when housing becomes uncertain. If a child lacks “fixed, regular, and adequate housing,” federal and state laws require immediate school enrollment for that child – even without proof of residency or medical, school, or legal guardianship records.**

For more information contact:

Sydney Smith, Coordinator  
sysmith@srcs.k12.ca.us

707-890-3800 x80418.

**Resources:**

- [Foster Youth Education Rights](#).
- [County Office of Education Foster Youth](#)
- [County Office of Education Homeless Education](#)



# INSTRUCTIONAL TECHNOLOGY

---

Santa Rosa City Schools is committed to integrating high quality digital instructional materials to enable and enhance student learning by providing a variety of activities that include options for in-depth learning through authentic problem solving and experiences, and utilizing best practices that improve access to learning for all participants.

A survey to staff about common applications and platforms used for the upcoming school year resulted in their selection of Google Classroom (grades 4-12), Seesaw (grades KA-3). Other software applications that are commonly used include Zoom for video conferencing and Newsela. Additional software will be approved through Teaching and Learning for use.

Based on extensive work from this committee, these overarching recommendations serve as our guide.

- Ensure content aligns with SRCS essential standards
- Every effort will be made to have school email functioning for all students at the start of the year
- Focus learning on student mastery of the essential standards
- Prioritize equity and access
- Include opportunities for asynchronous and synchronous learning
- Ensure 1:1 deployment of student devices
- Ensure hotspots are available to students who need access
- Provide [technology support for students, families](#)
- Provide [technology support for staff](#)

The following actions are being adopted based on committee recommendations:

- Utilize strategies such as but not limited to a “flipped classroom” (i.e., A model of learning where students receive remotely the directions and assignments, materials, and readings/videos prior to in-person instruction. When students are on campus, learning is active and provides engaging and robust opportunities for students to practice and demonstrate their learning).
- Include opportunities for both intervention and accelerated learning

## **SRCS Return to School Plan 2020-21**

- Utilize District-adopted applications and platforms with approval through Teaching and Learning
- Determine the need to provide additional training for families, students, and staff

### Resources:

- [Teacher, Student and Parent online skills and tutorials](#)
- [SRCS Chromebook Policies](#)
- [SRCS Student device take home program](#)
- [SRCS Student Use Agreement](#)

For more information contact:

Adrian Bica, Executive Director Information Technology  
[abica@srcs.k12.ca.us](mailto:abica@srcs.k12.ca.us)

707-890-3800 ext 80501



## EXTRA-CURRICULAR ACTIVITIES (ATHLETICS, CLUBS, FIELD TRIPS)

---

Santa Rosa City Schools recognizes that extra-curricular activities and electives are vital elements to students' educational experience and well-being, and will make every effort to maintain these opportunities as conditions permit.

### Athletics

- Refer to the CDC's guidance regarding [Considerations for Youth Sports](#).
- Schools will conform to all CDE and California Interscholastic Federation (CIF) sports restrictions and game/team safety and hygiene protocols.
- Schools will need to follow consistent and stringent cleaning protocols of athletic equipment and personal body contact gear.
- The use of locker rooms and showers is not optimal and is a high-risk area.
- Contact sports are restricted and are considered high risk under CDC guidelines.
- Indoor intense physical exercise is discouraged, especially if the activity causes warm moist air for the virus to transmit.
- Physical education classes should be conducted outside whenever possible, restrict the use of locker rooms/showers, maintain six-foot distancing, and avoid any contact sport activities.
- SRCS ensures that we will have sports as public health safety guidelines permit.

### High-Risk Electives

- Consider that some electives are higher risk than others. Music/band, choir, and theater pose higher risks and districts should consider providing virtual options or ensuring social distancing.



## **SRCS Return to School Plan 2020-21**

### **Gatherings, Visitors, Clubs, and Field Trips**

- Gatherings, or meetings, should be conducted via a virtual platform whenever possible. Promote social distancing of at least six feet between people if events are held. Limit group size to the extent possible.
- Events (beyond normal classroom activities) are restricted to no more than 10 people while maintaining the six-foot social distancing standards.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- Make a good faith effort to space seating/desks at least six feet apart. Based on current social distancing standards from the California Department of Public Health, a separation of six feet between students is recommended for ensuring student/staff safety and health, particularly for the purpose of setting up a classroom and establishing spacing between student desks/learning environments. This will likely reduce classroom capacity.

### **Guidelines for Summer Conditioning**

These guidelines are subject to change depending on evolving health conditions and recommendations from the CDC and Sonoma County Public Health.

#### [Conditioning Guidelines](#)

For more information contact:

Elizabeth Evans, Director  
[eevans@srcs.k12.ca.us](mailto:eevans@srcs.k12.ca.us)

707-890-3800 ext 80318.

## SRCS Return to School Plan 2020-21



### CHILDCARE AND SUPERVISION

Santa Rosa City Schools recognizes the need to support families and staff with safe, reliable, affordable childcare, and the integral role of district childcare programs in the RTS plan. SRCS will continue to offer fee-based childcare for children in grades KA-6 and will continue to partner with the Boys and Girls Clubs as part of the district's *After School Education and Safety* (ASES) program as well. Due to social distancing in the childcare program, space may be limited until the full scope of families who choose to use private or family childcare options is known.

Below is a chart explaining the guiding principles for the reopening of SRCS childcare programs and the anticipated expectations for childcare staff and the students and parents who choose to participate. These guiding principles and expectations are the same in all models of instruction.

Program	District Contact
SRCS District Childcare	<a href="#">Mary Pappas</a> 707-890-3800 x80425
After School Education and Safety Program (ASES)	<a href="#">Donna Friedrich</a> 707-890-3800 x80424

Guiding Principles	Best Practices
<ul style="list-style-type: none"><li>• Alignment with health and safety guidelines.</li><li>• Cohorting that keeps families together as much as possible.</li><li>• An understanding that when students are in child care, the focus will be on SEL, making connections, building relationships, and enrichment.</li><li>• SRCS staff have priority for space in district childcare programs.</li></ul>	<ul style="list-style-type: none"><li>• Cohort sizes of 12-15 students.</li><li>• District childcare program will endeavor to keep siblings together when creating childcare cohorts.</li><li>• Childcare staff stays with the same cohort to avoid cross-contamination.</li><li>• Make use of outdoor space as much as possible.</li><li>• Directional signage posted and instructional videos shared with families before the first day, explaining expectations and drop-off/pick up procedures.</li></ul>

## SRCS Return to School Plan 2020-21

	<ul style="list-style-type: none"><li>• Students will be prepared to work independently on any distance learning assignments.</li><li>• Chromebook carts are available at district childcare program locations, so students can work independently with online resources and access enrichment activities provided in collaboration with SRCS staff.</li><li>• Student consumables (art supplies, etc.) are unique to each student and only shared if sanitized.</li><li>• Hours for childcare may vary to accommodate staggered start/dismissal times.</li></ul>
--	---

This link provides more information about [SRCS Childcare Programs](#).



## PROFESSIONAL DEVELOPMENT AND TRAINING

Santa Rosa City Schools is committed to supporting the professional growth of its staff, both certificated and classified. In response to the County's Shelter in Place order, a menu of professional development classes was offered virtually on Monday, April 13, 2020, focused on tools and strategies to support a distance learning model of instruction.

As we look to the return to school in fall, the District recognizes and supports the need for additional, ongoing training and collaboration that will focus on highly effective tools, skills, and strategies for meeting the diverse needs of our students.

Considering District and SRTA survey data, as well as input from the various stakeholder committees, the following professional development topics and formats may be considered. This list is not exhaustive but rather reflects current needs and wants expressed by staff in light of these new models of instruction, hybrid and distance learning.

To ensure equitable learning and social and emotional outcomes for all students during this new way of teaching and learning, as well as the expectation of AB 98, all staff are expected to attend professional development.

Staff Professional Development Topics for Consideration		
Instruction	Technology	Social Emotional Wellness & Mental Health
<ul style="list-style-type: none"><li>● Essential standards</li><li>● Content specific</li><li>● Best practices for distance learning</li><li>● Strategies to motivate students in a distance learning environment</li><li>● Use of Newsela and Learning A-Z to support access to high interest content at various</li></ul>	<ul style="list-style-type: none"><li>● Google Suite: Google Classroom, Google Meet, Docs, Slides, Forms</li><li>● Screencastify</li><li>● Zoom</li><li>● Seesaw</li><li>● Class Dojo</li><li>● ParentSquare</li><li>● How to create engaging videos for online</li></ul>	<ul style="list-style-type: none"><li>● Trauma-Informed Care</li><li>● Self-care</li><li>● Psychological First Aid</li><li>● Class meetings</li><li>● Classroom Community Building</li><li>● Restorative Practices</li><li>● Managing social media consumption</li><li>● Safety protocols and precautions</li></ul>

## SRCS Return to School Plan 2020-21

<p>reading levels</p> <ul style="list-style-type: none"> <li>• Effective lesson design for distance learning</li> <li>• Culturally, Responsive, Sustaining and Humanizing Education (CRSH)</li> <li>• Strategies for engagement in district curriculum in a hybrid/distance learning format e.g., <i>Everyday Math</i>, <i>Wonders</i>, etc.)</li> <li>• Flipped classroom</li> <li>• Project Based Learning</li> <li>• Formative Assessment</li> <li>• Diagnostic tools such as MAP, Inspect and Let's Go Learn</li> </ul>	<p>teaching &amp; learning</p> <ul style="list-style-type: none"> <li>• Class webpage development</li> <li>• Edpuzzle</li> <li>• Padlet</li> <li>• Quizlet</li> <li>• Acellus</li> <li>• Remind</li> <li>• NewsELA</li> <li>• Adobe Spark</li> <li>• Code.org</li> <li>• Quizizz</li> <li>• NearPod</li> <li>• Peardeck</li> </ul>	<ul style="list-style-type: none"> <li>• Positive Behavioral Interventions &amp; Supports (PBIS)</li> <li>• Addressing current events through grade level appropriate conversations</li> <li>• Encouraging and supporting student voice and advocacy</li> </ul>
<p style="text-align: center;"><b>Parent Professional Development Topics for Consideration</b></p>		
<ul style="list-style-type: none"> <li>• General use of a computer or chromebook</li> <li>• How to use basic applications such as gmail</li> <li>• Google Suite, including Google Classroom</li> <li>• Zoom</li> <li>• ParentSquare</li> <li>• Safety protocols and precautions</li> <li>• How to support your student with hybrid/online learning</li> <li>• Creating routines for at home learning</li> <li>• How to talk with your student about stress and anxiety</li> <li>• How to talk with your student about current events</li> <li>• Managing social media consumption</li> <li>• How to support your student in developing voice and agency</li> </ul>		

For more information contact:

Dr. Anna Guzman, Assistant Superintendent Teaching and Learning  
[aguzman@srcs.k12.ca.us](mailto:aguzman@srcs.k12.ca.us)

707-890-3800 x80313

# CONCLUSION

The *Return To School Plan* provides detailed information on Santa Rosa City Schools' response to teaching and learning during a pandemic. By detailing the additional health and safety measures that will be implemented to mitigate the threat of the virus, it outlines the District's commitment to and readiness for the 2020-21 academic year.

As the District monitors health and safety guidance related to COVID-19, it is essential that we are flexible and adaptable as change occurs. To that end, the District will evaluate emerging academic and mental health programs and services in order to serve our most vulnerable students, providing continued and consistent support.

Santa Rosa City Schools has chosen to view our many challenges--fires, PSPS, and COVID-19--as opportunities for reflection and renewal as we prioritize our core commitment to providing an equitable, accessible, and engaging educational experience where our students and staff feel valued and inspired to rise above any challenge or barrier.

Through the *Return to School Plan*, the collective work of many stakeholders will ensure that SRCS, no matter the challenges we encounter, will embrace the opportunity to design an educational experience that will overcome any learning loss and send students into the world empowered to find purpose, think critically, embrace diversity, work together, and adapt to our changing planet, and live healthy and fulfilling lives.

### **Santa Rosa City Schools - Mission and Vision**

**Vision:** SRCS will send students into the world empowered to find purpose, think critically, embrace diversity, work together, and adapt to our changing planet, and live healthy and fulfilling lives.

**Mission:** SRCS ensures equitable access to a transformative educational experience grounded in the assets of our students, staff, and community. We nurture the whole student in an engaging, challenging, and safe environment. We recognize and value each student's individuality and our community's cultural wealth.

# APPENDIX

## General Information and Resources

- [Sonoma County Roadmap to a Safe Reopening Ext. Website](#)
- [Stronger Together - CDE Guidebook to a Safe Reopening](#)
- [CDPH School and School Based Guidance](#)
- [COVID-19 Planning Considerations: Guidance for School Re-entry](#)
- [CA Senate Bill 98: Education Finance Trailer Bill](#)

## Santa Rosa City Schools Return to School Committee Reports

- [Distance Learning for Compromised](#)
- [High School Instruction](#)
- [Health and Safety](#)
- [Elementary Instruction](#)
- [Middle School Instruction](#)
- [Childcare](#)
- [Executive Committee](#)

## Santa Rosa Teachers Association

- [SRTA input on Health and Safety](#)
- [SRTA on Technology](#)
- [SRTA on Social Emotional Learning and Supports](#)
- [SRTA on PD](#)
- [SRTA Input on Elementary Models](#)
- [SRTA Input on Secondary Models](#)

## Special Education Resources

- [Plan for Return for Students with Mild to Moderate disabilities](#)
- [Plan for Return for Students with Significant Needs](#)

## Teaching & Learning Resources

- [SRCS Distance Learning Plan](#)

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Santa Rosa City Schools And**  
**The California School Employees Association (CSEA) and its Chapter 75**  
**Regarding COVID-19 2020-2021**

In order to promote public health, the safety of employees and to ensure the continuity of district operations during "Stay at Home", the Santa Rosa City Schools ("District") and Santa Rosa City Schools California School Employees Association Chapter 75 ("Association") collectively referred to as the "Parties" enter this Memorandum of Understanding ("MOU") regarding issues related to "Stay at Home" during the Coronavirus Pandemic ("COVID -19")

The parties recognize that the impact of COVID-19 continues to spread. Risks presented and effects on the educational workplace are dynamic and subject to continuing direction and guidance from local, state, and federal health and other governmental authorities. The District and CSEA agree as follows, consistent with the federal and state Declarations of Emergency, applicable Executive Orders from the Governor, California Department of Education guidance, and Sonoma County Department of Health Services (DHS) guidance, directives, and orders from Sonoma County Health Orders, California Department of Education Opening Guidelines, Sonoma County Road Map to Reopening Schools Safely, and 2020-2021 CA Assembly Bill 77: Education Finance Trailer Bill.

The parties agree to the following:

1. All employees report to work on their regularly assigned [calendar](#) (see attached). Should the Governor of California or Health Officer of the County of Sonoma order a "Stay at Home" due to COVID-19, unit members will report for duty whether in person or remotely, as assigned by the District. The District will follow Federal or State orders in regards to compensation and benefits. Accrued vacation time will continue and unit members will not be penalized during "Stay at Home".
2. Should the Governor of California or Health Officer of the County of Sonoma order a "Stay at Home", due to COVID-19, the District will determine their "Essential staff". Essential staff may be required to report to a worksite to work a partial shift and/or workweek, or work remotely. "Essential staff" is defined as needed to ensure the continuity of operations and distance learning and is not defined as "catch up" work.
3. The district shall not authorize and/or require any staff to work overtime during any part of/of or duration of this agreement unless authorized in advance-and authorized by the Deputy Superintendent or designee.



4. Staff members who are out for more than 3 days due to COVID-19 exposure or have been diagnosed with COVID-19 will contact their Human Resources Technician. SRCS will work with employees when they are absent from work due to any of the “qualifying reasons for leave related to COVID-19” as described in the [Families First Coronavirus Response Act \(FFCRA\) Employee Rights](#) document regarding paid sick leave and expanded Family and Medical Leave under the Families First Coronavirus Response Act (FFCRA). These leaves can be used in addition to an employee’s regular leave options, or in lieu of, depending on whether certain criteria are met.
  - a. Staff may also be asked to provide health provider documentation regarding any leave related to COVID-19 as requested.
  - b. Staff members will enter their absence in the Frontline Employee Management System and contact their [Human Resources Technician](#) for the next steps in documenting time off specifically related to COVID-19.
5. The District and CSEA recognize the importance of “social distancing”. The District will train all bargaining unit members in public health measures, hygiene, and sanitation to help prevent the spread of the virus. The District will use its best efforts to stock soap, paper products, hand sanitizer, gloves, and other necessary supplies for preventative sanitation measures based on available supply.
6. The District will inform CSEA as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found. The District shall not be required to disclose any information which is considered private, such as personal, medical or confidential student information.
7. Bargaining unit members are required to access, monitor, and respond to District communications during their regular work hours whether working on-site and/or remotely regardless of District status related to closures and/or “Stay at Home”.

This MOU shall be operational upon signing by both represented parties and expire in full without precedent on June 30, 2021, unless extended by mutual written agreement.

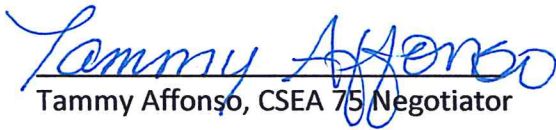
Dated: July 14, 2020

Dated: July 14, 2020

For Association:



Elizabeth Garcia, CSEA 75 President



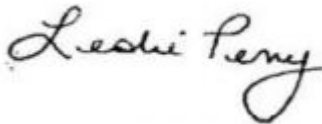
Tammy Affonso, CSEA 75 Negotiator



Renee Clay, CSEA 75 Representative



Jan Flatebo, CSEA 75 Representative



Leslie Perry, CSEA Labor Rep

For the District



Rick Edson, Deputy Superintendent  
Business Services



Stacy Spector, Assistant Superintendent  
Human Resources



Dr. Diann Kitamura, Superintendent, SRCS

Approved by the Board: \_\_\_\_\_ Ratified by CSEA 75: July 14, 2020

MEMORANDUM OF UNDERSTANDING BETWEEN SANTA ROSA CITY SCHOOLS  
AND  
THE SANTA ROSA TEACHERS ASSOCIATION

**COVID-19 PANDEMIC AND RETURN TO SCHOOL 2020-2021**

This Agreement was made and entered into this day **July 10, 2020**, by and between Santa Rosa City Schools ("District") and Santa Rosa Teachers Association ("Association").

1. Santa Rosa City School and Santa Rosa Teachers Association enter this Memorandum of Understanding regarding issues related to the COVID-19 Pandemic and the changes needed to reopen school safely for our students and staff. In preparation for the 2020-21 school year, the parties recognize the need to address the district's teaching and learning environment and instructional model given the continuing pandemic, the **Santa Rosa City Schools** ("District") and **Santa Rosa Teachers Association** ("Association") collectively referred to as the "Parties" enter this Memorandum of Understanding ("MOU") regarding issues related to ("COVID -19 RETURN TO SCHOOL 2020-2021").
2. The parties recognize that we are in a time of unprecedented change for our educational system. It is in the mutual interest of the parties to abide by the recommendations of public health officials to prevent illness and further spread of the virus based on the best available public health data at this time, national and international best practices, and the practical realities of managing school operations.
3. The parties recognize that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding school reopening decisions.
4. The Return to School Plan, dated July 8, 2020 and attached is the articulation of a vision, not a binding document. It shall not be used as a directive to unit members to work beyond the scope defined within the Santa Rosa City Schools-Santa Rosa Teachers Association Collective Bargaining Agreement. The Santa Rosa City Schools-Santa Rosa Teachers Association Collective Bargaining Agreement shall be used as the basis of any unit member discipline, and as a standard for evaluations. The Return to School Plan shall not be used as a precedent beyond the 2020-2021 school year.
5. As a minimum standard, the District shall adhere to the COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), and the California Department of Education ("CDE"), and the Sonoma County Public Health department issued as of July 1, 2020. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines.
6. The SRCS Illness and Injury Prevention Program (IIPP) will be updated by SRCS, as required by law, to include all aspects of health and safety parameters and protocols in this MOU. SRCS will provide a draft updated IIPP for review by SRTA by August 3, 2020.
7. Unit members who have a pre-existing medical condition as identified by the CDC, the California Department of Health or the Sonoma County Public Health Officer which makes them particularly vulnerable to life-threatening symptoms related to COVID-19 may request an accommodation through the interactive process. Each unit member who is able and available to work shall be granted an assignment as an accommodation as identified by District need. Accommodations may include, but are not limited to, the provision of personal protective equipment (PPE), heightened social distancing protocols, remote working,

alternative work assignments (modified duty), alternative remote assignment, temporary reassignments (e.g., transfer to Learning House, distance learning, Independent Study, Home and Hospitals) and/or the possible use of accrued sick leave in addition to that provided through FFCRA. If the unit member is unable to accept all offered alternative assignments, the interactive process and Article 11: Leave of Absence Provisions of the CBA will be used to ensure all unit members will be granted any and all available leaves (permissive, FFCRA, FMLA), waiving the April 15 deadline of (11.10: Other Types of Leave) 11.10.3, thus giving an opportunity other than resignation. Requests for such accommodations will be considered on a case-by-case basis and only with supporting medical documentation from a medical provider.

- a. Temporary Transfer to a Learning House, Independent Study, Home and Hospital, and Distance Learning. The District will adhere to the current contract language per Article 13 to post and notify all bargaining unit members of Learning House, Independent Study, Home and Hospital, and Distance Learning vacancies. The unit member's request for a transfer must be submitted to Human Resources via email per Article 13.2.2.
  - i. Priority for Learning House, Independent Study, Home and Hospital, Distance Learning assignments shall be given to those individuals who, through the interactive process, are granted such an accommodation due to an underlying medical condition pursuant to Section 7 of this MOU. Any remaining available vacancies in these assignments shall be determined pursuant to Article 13. All transfer requests, be they as accommodations or otherwise, shall be conditioned on the unit member having the necessary credential/qualifications.
  - ii. Unit members will apply on Ed Join using a modified application (e.g. name, and current work location) to apply for a Transfer Pool or specific site or program posting.
  - iii. For the 2020-2021 school year only, all transfers to the Learning House, Home and Hospital, Independent Study Program, and Distance Learning will be considered temporary, and unit members will be returned to their current school of record when, in the case of accommodations, the individual no longer requires said accommodation, and in the case of all other unit members, schools are fully reopened or staff receive a COVID-19 vaccination.
8. The HR 6201/Family First Coronavirus Response Act (FFCRA) provides for qualifying leaves in addition to those leaves already provided pursuant to Federal and State statutes and the SRCS-SRTA Collective Bargaining Agreement. These leaves can be used in addition to an employee's regular leave options, or in lieu of, depending on whether certain criteria are met as described in the Families First Coronavirus Response Act (HR 6201/FFCRA) Employee Rights document regarding paid sick leave and expanded Family and Medical Leave under (HR 6201/FFCRA).
9. Staff members who are absent for more than three (3) days due to COVID-19 exposure or have been diagnosed with COVID-19 will contact their Human Resources Technician by email. SRCS will work with employees when they are absent from work due to any of the "qualifying reasons for leave related to COVID-19" HR 6201/ [FCCRA Criteria for Leaves](#).
  - a. Staff may also be asked to provide health provider documentation regarding any leave related to COVID-19.

- b. Staff members will enter their absence in the Frontline Employee Management System and contact their Human Resources Technician for the next steps in documenting leave specifically related to COVID-19.
10. Bargaining unit members who were in leave status (e.g. FMLA) prior to the COVID-19 school closure may remain in leave status for the duration of their leave.
  11. The District may, at its discretion, permit leave provided for under HR 6201/FFCRA intermittently as permitted by the law (e.g. utilize in 8 hour block(s) to cover time absent on the day(s) the employee cannot report to their worksite due to COVID-19 when necessary or required but, can still continue working remotely. Unit members shall be permitted to utilize the leave set forth in HR 6201/FFCRA, Emergency Paid Sick Leave before relying upon any applicable leaves set forth in the Collective Bargaining Agreement.
  12. Classroom space – The District shall ensure minimum physical distancing of six (6) feet between students between educator and student workspaces, and between employee workspaces.
    - a. A maximum capacity for each room will be established and posted, including both students and adults. Cohorts will be a maximum of 16 students for grades 4-12 and 12 students for grades K-3. Six (6) feet physical distancing must be maintained. Cohorts may need to be smaller to accommodate room size and additional adults (student teachers, instructional aides, co-teachers, etc).
    - b. Prior to the first week of school, unit members shall have the opportunity to inspect classrooms, work areas, and other spaces and verify all physical distancing and cleaning safety protocols have been met, and cohort size will be adjusted if needed to meet safety protocols.
  13. Student break/snack/recess/lunch- SRCS will follow the contract Article 6.1 with regard to a duty-free lunch and a relief period. Elementary students will remain in their cohorts and eat in their classroom or outside, where six (6) feet physical distancing must be maintained. Secondary students will eat in designated areas inside and outside where six (6) feet physical distancing must be maintained.
  14. Staff meetings/Professional Development/Collaboration – The District shall not require in-person staff meetings, department meetings, professional development, or other gatherings/meetings if the District cannot ensure a minimum of six (6) feet of physical distance between all employees for the duration of the meeting and for entering/leaving the meeting. In-person meetings shall be held outdoors, if possible. Unit members assigned to the Learning House, Home and Hospital, Independent Study, or other remote assignments shall not be required to attend any in-person meetings,
  15. Common Spaces - Physical distancing shall be maintained in common or shared spaces such as cafeterias, libraries, hallways, and playgrounds.
  16. The District shall require the use of facial coverings (e.g., cloth, surgical style, scarf) for all students, staff, parents and community members at any school site or district building. All face coverings must follow site dress codes on a site.
    - a. Individuals who refuse to wear a facial covering or do not follow the site's dress code will be offered a face mask, and if refused, access to all district buildings and rooms will be denied. Individuals who cannot wear a mask because of a documented health issue or special education qualification based on an IEP or doctor's order shall instead be required to wear an appropriate or prescribed face covering.

- b. Masks and face shields may not be required for children age two and under or for students with medical apparatus which prevents or obstructs the use of the apparatus. Three-ply masks and face shields will be provided to all unit members on an as needed basis.
17. CDC approved KN-95 are readily available and will be provided to district nurses, certificated staff caring closely for individuals with COVID-19 like symptoms and will also be provided for those unit members with high numbers of daily workplace contacts. N95 masks will be ordered and provided to nurses and other certificated staff caring closely for individuals with COVID-19 like symptoms immediately upon order fulfillment.
18. The District shall comply with the following hand washing logistical requirements:
- a. Every room with a sink shall be stocked with soap, hand sanitizer, and a paper towel dispenser
  - b. Every classroom shall be provided hand sanitizer
  - c. Non-classroom work-areas and office areas shall be provided hand sanitizer
  - d. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked / refilled as soon as possible based on a teacher's notification to the front office that supply is running low. All sanitizers will be checked and refilled as needed nightly.
19. The District will provide SRTA with a plan and procedure for maintaining stock of PPE, distribution of supplies to unit members, the safe storage of disinfecting agents at each school site, and descriptions of enhanced cleaning processes. This plan shall be provided before the first week of school.
20. Daily cleaning and disinfecting – The District shall ensure that all classrooms, common spaces, restrooms, hallways, and workspaces are cleaned and disinfected at least according to the District COVID-enhanced cleaning schedule ([Cleaning Schedule](#)) daily, between class sessions, and between cohorts including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- a. Within each cohort where students move to another class and teacher, a passing period will be allocated with enough time for high touch (e.g. student desk, faucet) surfaces to be cleaned. These high touch surfaces may be cleaned by staff and/or students as a part of their [Routine Hygiene Practice](#) each day, but these routines shall not replace daily cleaning and disinfecting.
  - b. Sufficient cleaning supplies for the routine hygiene practice shall be provided to each classroom.
21. For each non-classroom work area, common space, and classroom, a cleaning form will be posted for sign-off at the completion of a cleaning. Unit members will notify the principal if the checklist is not available or incomplete. Upon notification, a site administrator will take appropriate steps to have the area in question cleaned to minimize interruption to schedules. If a classroom is the area in question, the teacher and students will wait outside, observing social distancing protocols, until appropriate measures are taken.
22. HVAC – The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to the maximum capacity that an individual HVAC unit can handle without damage.
- a. An outside assessment with recommendations by HVAC unit for the percentage an air damper can



reasonably be opened without harming the unit will be performed and shared with SRTA on or before August 10, 2020. Air filters shall be MERV-13 at locations where HVAC units can accommodate this filter and changed at the recommended intervals by an outside contractor.

- b. A log of each site's completed HVAC filter change will be maintained and available to each site's SRTA site representative.
  - c. Portables and/or other rooms without adequate central HVAC and windows or doors that open directly to the outside, shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.
23. The District shall ensure all students, employees, and visitors are checked for symptoms daily prior to entering school, including temperature checks via no touch thermometers and/or other no touch temperature taking technology.
- a. All employees, students and visitors shall be assigned and display a visual indicator of health status, unique each week day. Students, employees and visitors without a visual indicator will be sent to the office for a symptom check, verification, and a visual indicator.
  - b. Staff and students with any symptom consistent with COVID-19 shall be sent home or sent to an isolation room on site pending travel home.
  - c. Staff or students who have had documented contact with a person with COVID-19 will not come to work or to class until cleared by health officials and the COVID-19 Coordinator. Staff shall also reach out to their Human Resources Technician to determine accommodations during this quarantine period.
24. Santa Rosa City Schools, through the COVID-19 Coordinator, will provide any information necessary to the County Public Health Department for them to conduct testing and contact tracing per their protocols ([CDC guidelines](#))
25. Handwashing –Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon arrival to their classroom, office, or common area, and every time a classroom is entered.
26. In the interest of all unit members getting consistent messaging districtwide, all communications, notifications, processes, procedures, and guidelines originating with the COVID-19 Coordinator pertaining to the safety of the unit members will be disseminated directly to the unit members via email, memo or other direct means of communication while adhering to all applicable confidentiality requirements.
27. Unit members shall be notified as soon as possible of confirmed COVID-19 cases to the extent legally permitted as well as any school or building closures due to infection.
28. Pay/Benefits – Unit members shall continue to receive their contractual compensation and benefits. If extracurricular duties can still occur remotely, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement. Nothing in this MOU shall preclude the District from releasing a unit member to the extent permitted by law and the District and Association Collective Bargaining Agreement (CBA).
29. Access to Worksite -- To comply with guidelines from health officials to stay home as much as possible to promote the lowest risk of infection for students and staff, unit members in the hybrid model will work on

campus four (4) days per week, and may choose to work remotely each non-student day.

- a. Bargaining unit members in the Learning House and Distance Learning, and other remote assignments, may access their classrooms as needed after school hours, and work from their classroom/office or assigned safe workspace, if possible, as long as it does not interfere with regular classroom cleaning. The room cannot be used if it has already been cleaned and sanitized for the following day. Unit members will make their best effort to provide reasonable advance notice to promote effective social distancing on site.
  - b. Home and Hospital and Independent Study Program (ISP) program unit members shall have access to school sites as needed as long as it does not interfere with classroom cleaning.
30. Bargaining unit members shall not be directed or required to report to the district in person while working under the Learning House model. All unit members will participate in optional district and site based Professional Development virtually. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following state, county, and local public health recommendations. Except when working independently in their classroom/office, while on district premises, bargaining unit members shall maintain six feet physical distance between themselves and other individuals and be required to wear a face mask. Unit members who cannot wear a mask because of a documented health issue shall be required to wear an appropriate or prescribed face covering.
- a. Requests for supplies and equipment for staff to work remotely must be approved by the site principal, the Director of Purchasing, and the COVID-19 Coordinator.
  - b. After approval, requests for reimbursement for the supplies and equipment must be submitted with an itemized receipt to your school site administrator for final approval to be reimbursed.
  - c. Any item purchased without pre-approval will not be reimbursed.
  - d. The ability to work remotely on Wednesdays does not preclude any part of Item 36 from this MOU that requires in-person meetings, and IEPs at the request of the parent/guardian.
  - e. The District will provide a clear process and procedure for purchasing supplies and equipment.
31. Expectations of Bargaining Unit Member - Bargaining unit members shall be responsible for planning appropriate essential standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow up.
- a. Bargaining unit members shall develop and post a syllabus (secondary) or class expectations and information sheet (elementary) with information on accessing the teacher's Distance Learning platform (e.g. Google Classroom), contact information, grading policy/standard-based grading guidelines, assignments, and daily live interaction.
  - b. Due to reduced instructional minutes, the District and the Association acknowledge and agree that unit members will focus on the District established essential standards in each subject area and grade level. If a department/grade level team/etc. has identified essential standards, then those should continue to be used, as long as they are aligned to the CCSS. Department leaders/grade level team leaders should



bring that information to elementary and secondary leadership team meetings to inform instructional decisions.

32. Evaluation -- The evaluation process for the 2020-2021 school year shall contain an asterisk as the teaching and working conditions, and circumstances have changed greatly. These circumstances shall be considered and documented in the final evaluation document. Regular evaluations as described in Article 9 will occur for all staff scheduled to be evaluated for the 2020-2021 school year.
  - a. All unit members will have the option to be evaluated using Option 2, as described in Article 9.3 of the District -Association CBA.
  - b. Administrators retain the right to visit in-person classes, and will be provided access to virtual classes only when delivering live instruction, upon notification, in order to support teachers with growth in instructional practices.
33. Hybrid Model – During the 2020-21 school year and to address safety and health concerns arising out of the current COVID-19 pandemic, bargaining unit members in the hybrid model are expected to work and be available during their normal contractual work hours and five-day work weeks. The five-day work week (Monday through Friday) for all bargaining unit members in the hybrid model shall include four (4) days in-person instruction and one (1) day per week with student instruction provided only through distance learning.
  - a. When students are not present on campus, they shall be assigned asynchronous distance learning activities. In order to provide students and parents with consistency and to avoid conflicts, live daily interaction shall be scheduled during the same times each day. As described in SB 98 ([SB 98 Summary](#)), live daily interaction shall be used to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms (Google and Seesaw).
  - b. Live daily interaction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and/or content that provides the bargaining unit member opportunities to provide the student encouragement and feedback.
34. To minimize a loss of in-person instruction, the Instructional calendar will be adjusted in such a way that Cohort A and Cohort B are not negatively impacted by weeks with local, state or federal holidays. Professional development, collaboration, staff, department, and other meetings will not be scheduled in weeks with fewer than five school days.
  - a. These activities will be moved to other weeks. The school day [Instructional Schedules](#) in this MOU shall be utilized by all schools (with the exception of Lawrence Cook Middle School, to accommodate a 7 period day), and the contract work day for all unit members in the hybrid, Learning House and Intermittent Distance Learning model [attached] will adhere to the current contract language of Article 6.1, 6.2.1 and 6.6.1.
  - b. Zero periods will continue to allow for as much opportunity as possible for students to participate in the classes offered during zero period (ie: music, choir, physical education, leadership).

- c. For the period covered by this MOU only, the portion of Article 6.2 limiting classroom teaching to 305 minutes per day shall be waived at all secondary sites, to accommodate block schedules.
35. Distance Learning and the Learning House Model -- During the 2020-21 school year and to address safety and health concerns arising out of the current COVID pandemic, families may choose distance learning only for their students. The five- day work week (Monday through Friday) for all bargaining unit members in this model shall include both synchronous and asynchronous teaching and will follow the schedules in this MOU ([Instructional Schedules](#)). Home and Hospital unit members shall not be required to visit students in their homes. The contract work day for all unit members in the Distance Learning/ Learning House model will adhere to the current contract language of Article 6.1, 6.2.1 and 6.6.1.
36. Student information System (SIS) -- the use of the SIS for recording and posting of grades shall be encouraged but not be required beyond the current expectation of quarter, semester, trimester and IPR grade. Unit members will establish, communicate out and maintain a regular platform for communicating student progress and will include a communication process in their class Information Sheet/Syllabus to be co-created with representatives from the Association based on requirements from 2020 CA Senate Bill 98 [SB 98 Summary](#) and the skills identified in the essential standards.
37. Attendance -- the unit member will endeavor to record attendance in the SIS within the first 20 minutes of each day/period for in-person students. Unit members will record attendance by the end of each in-person work day, and by the end of the following work day for online learning students.
38. Utilizing the Professional Development Days in August, each school's MTSS and/or Coordinated Service Team ( COST) will collaborate with the Counselor on Special Assignment, and MTSS Counselors, to develop a "universal screener" for implementation and distribution. The MTSS Counselor and/or COST will coordinate the implementation of the Universal Screener. Within the first five instructional weeks of the 2020-2021 school year, students will take the Universal Screener survey, and results will be compiled by the MTSS and/or COST team and shared with the entire counseling support team. Upon completion of these compilations, the School Counselors will review the students on their caseloads that have been identified and work with the MTSS Team and/or COST to provide "check-ins" for these students to be completed by the end of the first quarter and documented in our SIS system by the Counselor, MTSS Counselor and/or COST.
- a. High School Counselors shall accommodate the processing of credit checks, and senior letters, by the end of the first quarter, October 9, 2020 (nine weeks).
  - b. In the scope of their professional duties, Counselors will schedule regular and on-going check-ins for students needing additional support regarding access to social-emotional learning offerings, supporting their access to distance learning opportunities, and monitor the graduation status of the students on their caseload.
  - c. SOLL counselors will assist school counselors while distance learning is in place.
  - d. For all positions that perform one-on-one student interaction, a room or office will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure physical distancing can be maintained when meeting with

students.

39. Special Education Case Managers shall follow all IDEA timelines and regulations. If required by a change in the IEP Minutes or services, the Case Manager will hold and write amendment IEPs within the first 30 days of school to adjust SAI minutes during the agreed upon Distance Learning or Hybrid modified schedules to meet the legal regulations outlined in IDEA.
  - a. The District shall hold all IEPs, 504s, SSTs, remotely unless an in- person meeting is requested by the parent. Case managers, assigned to a remote teaching position, have the option to attend IEP meetings remotely.
  - b. The District shall follow all physical distancing and safety protocols previously described in this MOU for all in-person gatherings/meetings.
40. Specialized academic instruction will be determined based on the offer of FAPE for when students are in traditional school settings. During extended periods of Distance Learning or Hybrid modified school schedules, the offer of SAI may need to be more clearly outlined in the IEP. SAI services may be offered in group, individual, or a combination of the two based on individual student needs.
41. Special Educators shall be subject to the same expectations as General Educators as noted in this MOU above.
42. Related service providers include Speech-Language Pathologists, School Psychologists, Nurses, Adaptive Physical Educators. Services shall be provided to the students based on their offer of FAPE when students are in a traditional school setting.
  - a. During extended periods of Distance Learning, Learning House, Independent Study, Home and Hospital, and Intermittent Distance Learning modified school schedules, the offer of service minutes may need to be more clearly outlined in the student's IEP.
  - b. These services may be offered in group, individual, or a combination of the two based on individual student needs.
43. In person assessments shall be completed in order to gather the appropriate data to write a legally defensible assessment report, to determine the appropriate area of eligibility, and to make an appropriate offer of FAPE.
  - a. Personal Protective Equipment will be provided due to close proximity between assessor and student. District shall provide a safe space for SPED student assessment which will include six feet of distance between the proctor and the student, a plexiglass divider between the proctor and the student, and sanitized assessment tools and protocols for both the proctor and the student.
  - b. For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other SRCS staff), at least one safe space per site will be set up for testing.
  - c. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure physical distancing can be maintained when testing.
  - d. In addition, the assessment room will be sanitized after each use, whether that be daily or hourly, depending on assessment use needed at each site.

44. Unit members shall make every effort to use the online learning platforms Seesaw or (KA-3) or Google Classroom (4-12) districtwide.
  - a. Classrooms will be provided backup student devices and charging capabilities (power strips) in their classrooms for in-person class days. Used backup devices will be disinfected after each use throughout the day. After use, the student should use a District provided alcohol-based wipe to sanitize the borrowed device.
  - b. The district will make every effort to have student email accounts operational on the first student day.
45. Calendar --The Parties agree to meet to review and revise the current 2020-2021 school year calendar to review and determine any modifications needed in the current instructional calendar to schedule all necessary days based on the academic instructional models used including all student free days, classroom preparation days, and professional development days.
46. Preparation for Distance/Hybrid Learning – The first 5-days of the work year will be scheduled as non-instructional days. These five days will be based on calendar negotiations: Three required PD days (Monday, (paid at the per diem rate), Tuesday and Wednesday), one site-directed day (Thursday), one teacher-directed day (Friday).
  - a. These PD days are training for the preparation of hybrid and distance teaching, learning, and planning, student and staff wellness, cleaning and hygiene protocols training will also take place. One hour from each of the first three days noted in number 47 above shall be used for remote collaboration, implementation and lesson development with grade levels and subject area colleagues. The last hour of the day will be for collaboration, implementation and lesson development with grade levels and subject area colleagues. The schedule of the days will be from 8-3 with a one hour break for lunch for all SRTA members. Training shall be offered on district approved software and learning platforms.
  - b. The District shall not require in-person staff meetings, department meetings, professional development, or other gatherings/meetings if the District cannot ensure a minimum of six (6) feet of physical distance between all employees for the duration of the meeting and for entering/leaving the meeting.
47. Ongoing PD on non-pupil days - Wednesday professional development times are to be utilized by unit members for completing their educational activities and trainings within the four categories of student instruction (in person or virtual), district-directed professional development, teacher prep time, and common planning time to meet student outcomes as determined by district essential standards, MVP, LCAP, SPSA, and WASC goals.
  - a. Optional training on specific topics shall be offered on a variety of levels, shall be part of a menu of options, and will be self selected by the member, on an as needed basis.
  - b. Unit members who teach professional development sessions will be compensated at the extended day rate, and compensation of three (3) hours of paid prep time for each hour of training.
48. During the current COVID-19 pandemic, the COVID 19 related intermittent distance learning schedule ([Intermittent Distance Learning](#)) will be used. Due to the variety of reasons for intermittent school closures, SRTA reserves the right to meet, and confer on each event that may lead to the closure of one or more schools, utilizing the closure guidelines of the RTS Plan.

49. Specialists/Electives/Physical Education - Physical Education cohorts will be a maximum of 18 students for grades 7-12. If classes are moved indoors due to inclement weather, indoor spaces must be large enough to allow a cohort of 18 with 6 feet of separation or cohorts will be reduced in size to match the space.
- a. Teachers will be provided with spray bottles of disinfectant to clean supplies and equipment.
  - b. Students are expected to participate in activities without changing into PE clothes to minimize risk of spread. Masks are to be worn at all times and 6 feet of distancing will be required. Additional disposable masks will be provided by the district to replace soiled disposable masks from sweat.
  - c. The use of shared equipment will be determined by local health guidelines and CIF. Shared equipment can be used by smaller cohorts of less than 12 if the equipment is easily sanitized (non porous) at the discretion of the unit member.
  - d. Unit members that provide instruction to multiple stable student cohorts in one school day shall be provided KN95 respirators daily due their increased interactions with students.
50. Elementary Specialists (aka “prep teachers”) will provide their students Distance Learning as their primary means of instruction regardless of which model is being utilized.
- a. Class sizes are not applicable to a distance learning model for Elementary Specialists.
  - b. Assignments that typically have large performance-based classes (band, music, drama, PE) shall only be assigned stable student cohort groups based on the in-person cohort limits in the health and safety section of this MOU.
51. Substitute Coverage - A cohort of substitutes will be hired to support school sites. Substitutes will be provided training in the instructional models represented in the RTS plan. They will also be trained in the use of SIS, and distance learning and communication platforms (e.g. Google Classroom, Seesaw, etc.)
- a. Substitutes will be held to the same screening measures and health protocols as all regular employees.
  - b. In the event that there are no qualified certificated personnel to monitor the student cohort during instructional time, other certificated staff ( e.g. TOSA, reading specialists, administrator, etc.) will be used to provide supervision of a teacher created lesson plan should a teacher and/or sub be absent, in the event a classroom is not covered, a district-office certificated staff will cover the class.
  - c. In the event a substitute is not available, two (2) or more stable student cohorts will not be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups.
  - d. At the elementary level, cohorts are the students on an individual teacher’s class list/roster on campus on the assigned A or B day.
52. Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to environmental changes that might affect the health and safety issues set forth in this MOU for the COVID-19 pandemic as needed.

53. The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

This MOU is subject to Article 4, Grievance Procedure of the District and Association Collective Bargaining Agreement, and shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties.

Dated: July 10, 2020

**For the Association:**


  
Kathryn Howell, Chief Negotiator  
SRTA

  
William Lyon, President  
SRTA

Dated: July 10, 2020

**For the District:**

  
Stacy Spector, Assistant Superintendent  
Human Resources, SRCS

  
Rick Edson, Deputy Superintendent  
Business Services, SRCS

  
Dr. Diann Kitamura  
Superintendent, SRCS

**Supporting members of the SRTA Association and SRCS District negotiating teams:**

SRTA Negotiating Team

Alma Conde  
Kristine Erken  
Florentino Garcia  
Danita Haynes  
Ian Myers  
Dorisanne Regan  
Dan Swedenborg

SRCS Negotiating Team

Dr. Anna Guzman  
Steve Mizera  
Gabe Albavera  
Katie Barr  
Rani Goyal  
Alisa Haley  
Vicki Zands

Approved by the Board: 7/22/2020

Ratified by SRTA: 7/21/2020

### **Naming Of Facility**

The Board of Education shall name district schools and other district-owned or leased buildings, grounds, and facilities in recognition of:

1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community
2. Individuals, living or deceased, who have made contributions of statewide, national, or worldwide significance
3. The geographic area in which the school or building is located

The Board encourages community participation in the process of selecting names. A community advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

(cf. [1220](#) - Community Advisory Committees)

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

(cf. [9320](#) - Meetings and Notices)

When naming or renaming a district school, building, or facility, the Board may specify the duration for which the name shall be in effect.

### **Memorials**

Upon request, the Board shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

1. The Board will consider the naming of buildings, etc., in accordance with the following process and criteria:

- a. In the case of an employee of Santa Rosa City Schools, the individual to be honored shall have been separated from services for a minimum of 13 months prior to installation of a symbol of recognition.

- b. In the case of a non-employee memorials, the individual to be honored shall have been deceased for a minimum of 13 months prior to installation of a symbol of recognition.

### **Naming Rights**

The Board may grant to any person or entity the right to name any district building or facility. In doing so, the Board shall enter into a written agreement which shall:

1. Specify the benefits to the district from entering into the agreement
2. State the roles and responsibilities of the parties to the agreement, including whether or not the Board shall retain the power to approve any proposed name
3. Provide details related to the naming right granted, including the building, grounds, or facility involved and the duration for which the name shall be in effect
4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy

(cf. [0410](#) - Nondiscrimination in District Programs/Activities)

(cf. [1325](#) - Advertising/Promotions)

(cf. [3290](#) - Gifts, Grants and Bequests)

5. Reserve the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the naming right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the district into disrepute Legal

Reference:

EDUCATION CODE

35160 Authority of governing boards

Policy SANTA ROSA CITY SCHOOLS

adopted: April 12, 2017 Santa Rosa, California:

revised: July 22, 2020 Santa Rosa, California