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As a result of the COVID-19 pandemic and state of emergency declared by Governor Gavin Newsom, The Village Charter School (VCS) suspended in-person learning on March 23, 2020 and then again (for ALL Sonoma County schools) on July 17, 2020 as it relates to the fall 2020 start up. There is an understanding that we are in a time of unprecedented change for our entire educational system. It is critical our community take concrete steps forward based on the best information available, which is ever-changing due to the nature of this biological emergency. Like all schools nationwide, we face mounting and unforeseen challenges as we work to meet many of the needs of our students, families, staff, and school communities.

The Village Charter School and its staff views this challenge as an opportunity to design a Return to School Plan, along with a comprehensive Continuity of Learning and Attendance Plan (September 2020), where equity, opportunity, and innovation are the cornerstones of its actions and future considerations. This is a challenging time for all, especially given the number of tragedies and disasters the Sonoma County has endured and survived in just a short three-year historical period occurring from 2017-2020. Please know that VCS is fully committed to serving each of you in the most safe and feasible manner possible.

INTRODUCTION

Since March 2020, Rebecca Ivanoff, Director, has been meeting regularly with County Superintendent Steve Herrington and Dr. Sundari R. Mase, Health Officer for the County of Sonoma. The following document is intended to identify the health and safety considerations that are needed in order to reopen VCS in either an in-person and/or full distance learning model. In addition, language from SB 98 for the Learning Continuity and Attendance Plan have been included to demonstrate that those learning needs will be addressed in a separate and extensive document in September 2020.

The primary purpose of this Reopening & Transition Plan is to address the necessary safeguards and health mitigation strategies VCS will employ as a direct response to the COVID-19 Pandemic Emergency, with consideration of the instructional model(s) in effect in the 2020-2021 school year. The following Plan addresses both an assumption of In-Person and Distance Learning models of instruction in place for the school year.

Consideration in the development of the plan:

- Sonoma County Public Health Guidelines, local & state ordinances/directives
- Centers for Disease Control, California Department of Public Health and California Department of Education guidelines for schools
- [Sonoma County Roadmap to a Safe Reopening/](#) Continue to visit [SCOPE COVID 19 Resources](#)
- [California Department of Public Health: COVID 19 Industry Guidance: Schools and School-Based Programs \(7/17/2020\)](#)
- [California Department of Public Health: COVID19 and Reopening In-Person Learning Framework for K-12 Schools In California, 2020-2021 School Year \(7/17/2020\)](#)
- [United States Environmental Protection Agency- COVID 19](#)

- Learning Continuity and Attendance Plan requirements described in **SB98**
- Sonoma County Roadmap to Reopening Parent Guide-**English** and **Spanish** (7.22.20)
- Parent Needs Survey results (June 2020)
- VCS Staff Meetings (May-July 2020)

Additional Measures and Considerations by the District:

- State of the art disinfectant approaches and strategies to ensure thorough daily sanitizing of classrooms, surfaces, equipment, etc.
- Already purchased, inventoried, and secured PPE supplies for all staff and students (face coverings, gloves, sanitizers, thermometers, etc.)
- Adequate space and ample staffing VCS has to accommodate varying cohorts of students

Our Priorities:

- Protect student, staff, and community health
- Foster student learning and progress
- Maintain positive learning environments
- Support overall emotional health
- Care for our most vulnerable populations

Reopening Committee Members & Partnerships Thank you for the many contributions that the following individuals, groups, and community partners have devoted towards the creation of this Plan:

- VCS Board of Directors
- VCS Reopening Committee
- VCS Teachers and Staff
- Parent Feedback
- Sonoma County Office Of Education (SCOE)

EXECUTIVE SUMMARY

The *Return-To-School Plan* (‘Plan’) has been developed to outline a variety of actions necessary to reopen (either in-person or remotely) the upcoming school year 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 the utmost importance. VCS continues to prepare and adhere to all county and state health orders as well as recommended guidelines. To appropriately share safety strategies, reasonings, and expectations with families, students and staff, VCS recognizes the importance of consistent communications, which will be available in a variety of formats including translation to Spanish throughout the school year. Please routinely visit: www.villagecharterschool.com

Superintendent's Recommendations: In direct response to the COVID-19 pandemic, current local health conditions in Sonoma County, and our area's specific pandemic response-infrastructure, the Village Charter School Board of Directors and Director recommends the following three-part course of action as it considers approval of this Plan.

1) Delay all in-person instruction until local health conditions improve, and the District can assess and ensure that ever-developing state directives and guidelines described below and throughout the Plan can be consistently adhered to.

2) Beginning August 19, 2020 utilize a full, robust Distance Learning (DL) Model

3) Fully consider *Governor Gavin Newsom's new five-point pandemic plan for reopening schools in any and all decisions regarding the reopening of any in-person instruction. **Governor's 5-Point Plan** (Announced July 17, 2020):*

I. In-Person Instruction:

Ia. Schools located in counties that are on the CDPH watch list may not provide in-person learning instruction until their county has been off the watch for 14 calendar days (Sonoma County is currently on this state monitoring list).

Ib. School Closures Based on Number of COVID-19 Cases: A single school site must close and revert to distance learning when either multiple cohorts have COVID -19 cases or five percent of students and staff test positive in a 14-day period. Once a school is closed after 14 calendar days, the school/district may only reopen with the approval of local public health officials.

Note: *In the event of a cohort and or school closure, distance learning instruction would be immediately enacted to any impacted students, thus not interrupting their instructional program nor daily attendance.*

II. Mask Requirements

All staff and students in 3rd grade and above are required to wear a mask or face covering. Students in 2nd grade and below are strongly encouraged to wear a face covering. The school should provide face coverings for students if they do not have one.

III. Physical Distancing

All adults must stay 6 feet from each other and 6 feet from children. Students should stay 6 feet from each other as much as possible. All people entering the school must go through a health screening, and any student or staff member who has a fever or other COVID-19 symptoms must immediately be sent home. If any student or staff member has a member of their household that is sick, it is strongly recommended that the student or staff member stay home.

IV. Regular Testing and Contact Tracing

The Guidance provides school districts: Shall test staff periodically, as testing capacity permits and as

practicable. Examples of recommended frequency include testing all staff over 2 months.

V. Rigorous Distance Learning

School Districts are required to provide:

- Devices and connectivity so that every child can participate in distance learning;*
- Daily live interaction for every child with teachers and other students;*
- Class assignments that are challenging and equivalent to in-person instruction; and*
- Targeted supports and interventions for English learners and special education students.*

Trimester 1: Distance Learning (Starting August 19 -TBD)

Trimester 2 & Beyond: *Transitioning to In-Person Learning* : VCS is fully committed to returning to some form of traditional in-person instruction (either daily or at least 1-2 days per week in a hybrid model) as soon as safely feasible to do so. In order to provide families and staff ample planning and response time, VCS will reassess whether or not it can begin a gradual transition of offering all students some type of in-person instruction, no later than the **October 20, 2020 Board of Directors** meeting. The Plan should be reviewed and considered once again by the Board of Directors in order to address needed changes, directives, and/or local circumstances.

Parent Choice: Parents who desire their child to remain in a form of distance learning or an Independent Study Agreement of some kind will have the opportunity to formally elect this option prior to the return of in-person instruction. VCS will work specifically with these families to ensure their child is fully served according to their child's academic needs and circumstances.

IMPORTANT ELEMENTS

Communication

- ★ Email, website and phone calls will be used to communicate.
- ★ Dedicated COVID-19 info can be found at: www.villagecharterschool.com
- ★ Family reopening flyers will be mailed home (as requested), emailed and placed on the
- ★ website and will cover: instructional plans, logistics, safety measures, and parent visit as applicable.

Community Involvement

- ★ Parent Needs Survey (closed June 2020): 75% Overall response
- ★ Stakeholder meetings:
- ★ Weekly Teacher Meetings
- ★ Parent Informational Meeting- Virtual (Early August)
- ★ PA Meetings (Ongoing every month)
- ★ Re-opening Committee (Ongoing)
- ★ Board: Board updates and Board Meetings (Ongoing every 3rd Tuesday of the month)

- ★ Board of Directors consideration to adopt the Return to School Plan (Public Hearing 9/15/20, Approval 9/29 2020)

Instructional Model

In-Person Instruction: The District’s priority model of instruction is an in-person model where students attend school each and every day and any Distance Learning needs are supported and take place solely on campus during the designated school day.

- As feasible, VCS is committed to exploring varying and gradual **in-person return approaches** as the school year progresses so that optimally there is a return to a 5-day in-person instructional model whenever possible.

Note: The extent of instructional approaches may vary from primary to upper-grade levels based on conditions and varying local/state directives as they pertain to those specific age spans.

- **Parent Need:** Upon a return to any type of in-person model, VCS will work to accommodate families who request a Distance Learning and/or Independent Study only model for a predetermined period of time. It is VCS intention to fully serve every student’s unique needs to the extent possible. A process will be made available to families for these options.

Child Care Services: During full DL, VCS is unable to provide child care.

HEALTH AND SAFETY: Promoting Behaviors that Reduce the Spread and Maintaining a Healthy Environment

When we return to in-person instruction the following health and safety measures will be followed. They may need to be adapted based on any new directives from local/state public health officials.

Guidance

Sonoma County Roadmap (more details pg 13)

- ✓ Staff/student/parent training and guidance documents will include:
 - when to stay home
 - when to return
 - hand washing hygiene
 - respiratory etiquette

COVID-19 Testing/Tracing

- ✓ Staff members may undergo COVID-19 routine testing measures as determined by local/state directives and/or availability
- ✓ Contact tracing will be coordinated with the Sonoma County Public Health Department. Per Public Health, all contacts will be tested by day 10 if they were deemed ‘exposed’ (i.e. more than 15 minutes of contact in a cohort grouping).
- ✓ If there is more than 1 confirmed case in a classroom and/or cohort, it will be quarantined for 14 days.
- ✓ Tracing in its nature is a fluid situation that will be assessed school site by school site and by local public health officials

Face Coverings

California Department of Public Health (page 7-9) and Face Covering Guidance

- ✓ All staff and students in 3rd grade and above are required to wear a mask or face covering.
- ✓ Students in 2nd grade and below are strongly encouraged to wear a face covering. Per VCS guidelines, ALL students will wear masks while indoors.
- ✓ Parents may provide a mask for their own child in lieu of any provided by the District. Note: single-valve masks are not recommended by the Sonoma County Public Health Officer.
- ✓ Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- ✓ A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- ✓ In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.
- ✓ All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- ✓ In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- ✓ Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Adequate Sanitization Supplies

Sonoma County Roadmap

- ✓ Classrooms and all common/public areas will be equipped with these items: Adequate supplies, including soap, hand sanitizer with at least 60% alcohol (for staff and children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings, and no-touch foot-pedal trash cans.

Signage and Messages

Sonoma County Roadmap

- ✓ Signage will be placed around campus to promote everyday protective measures and describe how to stop the spread of germs.
- ✓ Reminders will be provided via daily school announcements.
- ✓ Teachers will develop lesson plans to help children understand the reason behind the safety precautions, as well as how to comply with them. VCS will provide a number of resources/support materials to support this effort. Examples of lesson ideas from the CDC:
<https://www.cdc.gov/handwashing/training-education.html>
- ✓ Limited open campus hours for students will be strictly adhered to. Students are to be dropped off and/or picked up no more than 15 minutes from the start/dismissal time of school.

Cleaning and Disinfecting

Sonoma County Roadmap

- ✓ Frequently touched surfaces (playground equipment, door handles, sink handles, drinking fountains) will be cleaned daily or between use as much as possible.
- ✓ Only cleaning products listed on the EPA approved list for use against COVID-19 will be used.
- ✓ Proper PPE (disposable gown, gloves, eye protection, and mask or respirator) will be provided to classified staff engaged in cleaning and disinfecting.
- ✓ Custodians will follow a routine cleaning and disinfection schedule.
- Non-approved cleaning products will not be used near children. Staff will ensure that there is adequate ventilation when using these products.
- HVAC filters will be on a regular cleaning and replacement cycle.
- ✓ Daily secondary disinfectant approach to ensure all surfaces/equipment are disinfected daily in a safe/EPA COVID compliant manner.

Shared Resources

Sonoma County Roadmap

- ✓ Discourage sharing of items that are difficult to clean or disinfect.
- ✓ Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- ✓ Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and lean and disinfect between use.
- ✓ Avoid sharing electronic devices, toys, books, and other games or learning aids.
- ✓ Shared objects (gym or physical education equipment, art supplies, toys, games) will be limited and regularly disinfected.

✓ PE/recess equipment will be used with one cohort/group at a time and disinfected daily.

✓ Students will be assigned their own electronic device if used in the classroom and one will be provided for them (if needed) in the event of Distance Learning only.

■ It is advised that parents begin testing devices now for wi-fi access/functionality prior to the start of school. Parents are to notify the teacher and/or school principal for any technology assistance.

Ventilation and Water Systems

Sonoma County Roadmap

✓ Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

✓ Ensure that HVAC filters are on a regular cleaning and replacement cycle.

✓ Ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.

✓ Enhanced Heating Ventilation and Air Conditioning (HVAC) System:

- Filter indoor air with MERV 13 filtration in all classrooms.
- HVAC protocols to optimize outdoor-routine air filtration and flow.

Classroom Layout

Sonoma County Roadmap

✓ We will make a good faith effort to space seating/desks at least six feet apart, which also factors the teacher/staff member in the count. Based on current physical distancing standards from the CA 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.

✓ In the event six feet cannot be consistently guaranteed in a given space, we will implement strategies to establish separation of students through other means if practical, such as, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact, reassign cohorts to a larger, accommodating space and/or revisit daily in-person schedule.

✓ Consider use of non-classroom space as practical, including regular use of outdoor space and outdoor classrooms.

Wellness Checks & School Arrival/ Departure

Sonoma County Roadmap

✓ See COVID-19 Symptom Checks: 1 page of guidance for pre-arrival and on-campus symptoms check will be implemented/provided.

✓ Symptom check protocols will be provided for both students and staff prior to and/or when arriving on campus. Student temperatures check will be taken at school with a no-touch thermometer (students with a fever of 100.0 or higher should stay home or may be sent home pending symptoms).

VCS Specific

- ✓ If an effort to minimize contact at school between students, staff, families and the community parents will remain in the car during drop off and pick up. Students will exit the vehicle (with masks on as applicable) and walk directly to their classroom.
- Parents will not be able to socialize/visit on campus due to limiting visitors and contact exposure requirements. (Signage will be posted)
- ✓ Students will walk directly to their classroom, wash hands (or use hand sanitizer) upon entering.
- ✓ GSD will abide by the *Sonoma County COVID 19 Notification Process* protocols. (See Appendix)

Physical Barriers and Guides

Sonoma County Roadmap

- ✓ Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least six feet apart.
- ✓ Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least six feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- ✓ Make a good faith effort to space seating/desks at least six feet apart.

VCS Extended Efforts

- ✓ Plexiglass in the front office has been installed to protect the reception desk area and provided in classrooms as warranted.
- ✓ Custom floor decals will be located throughout the campus to help remind parents and students and staff to maintain 6ft of physical distancing.
- ✓ Physical/visual reminders (i.e. x’s) will be placed on flooring as needed to help remind children to stay six feet apart in needed areas.

Communal Spaces (including playground)

Sonoma County Roadmap

- ✓ Close all communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.
- ✓ Make a good faith effort to space seating/desks at least six feet apart.

VCS Extended Efforts

- ✓ Clean/disinfect single use restrooms on an hourly basis.

Meal Time/Recess

Sonoma County Roadmap (Adapted Specifically for VCS)

- ✓ Students will eat outside and/or indoors, weather permitting.
- ✓ Recess and lunch will be staggered by grade level cohorts (approximately 2-5 cohorts at one time) and in different locations to ensure cohort separation.
- ✓ Playground equipment will be closed and off limits to all students.

Washing Hands

Sonoma County Roadmap

- ✓ Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times: upon arrival to school or returning to the classroom, after being outside for physical activity, before and after break and lunch, prior to leaving school for home, and after sneezing, coughing, or nose blowing.
- ✓ Handwashing/hygiene signs will be placed in all school bathrooms, to promote proper handwashing by students and staff.
- ✓ Staff will be provided personal hand sanitizer to carry with them as needed

Higher Risk

Sonoma County Roadmap

- ✓ Distance Learning (with the child's teacher) will be available for all students who choose, especially for students who are at higher risk of severe illness. The District will work to provide an opportunity for off campus Distance Learning for students who are sick, symptomatic, potentially at risk, or may have been exposed to COVID-19.

Signs and Symptoms

Sonoma County Roadmap (more details pg 17-18)

- ✓ Require parents to keep sick students at home and staff who are sick or who have had close contact to a person diagnosed with COVID-19 to stay at home.
- ✓ All staff and students will conduct a "wellness check" (see above)
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Exclude any student, parent, caregiver or staff showing symptoms of COVID19. Staff should discuss with parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies, which would not be a reason to exclude Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.0 degrees or higher, cough or other COVID-19 symptoms after isolating from the general room population. Notify parents.
- ✓ Policies should not penalize students and families for missing class, and provide flexible sick leave for staff to the extent practical.

Field Trips

Sonoma County Roadmap

- ✓ Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- ✓ For the safety of all staff and students, all field trips have been canceled until otherwise advised.
- ✓ Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

Events/ Assemblies

Sonoma County Roadmap

✓ Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, etc., as possible.

VCS Extended Efforts

✓ For the safety of all staff and students, all in-person events have been canceled until otherwise advised.

✓ We will hold school-wide festivals and activities virtually, with student groups remaining in their classrooms and/or online.

✓ Large-scale school events may be held virtually or reconfigured in order to maintain physical distancing.

✓ Small-scale activities like parent-teacher conferences will take place by phone or other electronic means or in person outside.

Volunteers/ Visitors

Sonoma County Roadmap

✓ 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).

VCS Extended Efforts

✓ For the safety of all staff and students, visitors or volunteers will not be allowed to visit classrooms until otherwise advised.

Meetings

Sonoma County Roadmap

✓ 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.

VCS Extended Efforts

✓ Parent meetings will be held virtually or via phone to the extent possible. If an in person parent meeting is necessary, 6 feet of physical distancing and masks will be required.

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Cohorts

Sonoma County Roadmap

✓ Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). Keep the same students and teacher or staff with each cohort to the greatest extent practical.

✓ Limit mixing between groups if possible.

✓ Students may need to mix cohorts for the purpose of transportation, after school programming or any child care that may be available. When this need occurs, tracking who is in each cohort becomes critical to enable effective contact tracing in the event of a COVID-19 case.

VCS Extended Efforts

✓ To decrease the number of students on campus and in a classroom, class assignments will be clustered into cohorts (See below “Instructional Model”) as applicable.

- ✓ Note: K-8 classroom square footage and layouts vary which may impact the size of a particular class cohort size, thus there is not a defined capacity.
- ✓ To limit exposure to other students and staff, cohorts by class will stay together throughout the day, including lunch and recess and dismissal.
- Staff will sanitize or wash their hands as they enter the classroom.
- Staff will disinfect the areas they have touched when they leave.

Exceptions

Sonoma County Roadmap

- ✓ If an emergency situation arises that requires a staff member to touch a student or another staff member, they are to resume physical distancing as soon as safely possible, wash hands, and disinfect any surfaces touched.

Staggered Scheduling

Sonoma County Roadmap (more detail on page 18)

- ✓ Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.

VCS Extended Efforts

- ✓ VCS will stagger arrival and drop-off time as safely possible or as needed.
- ✓ VCS will work to accommodate younger children pick-up and drop-off.
- ✓ Parents will remain in their cars in order to limit onsite visitation.

Absences

Sonoma County Roadmap

- ✓ 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.

Athletics/ Physical Education

VCS Extended Efforts (Based on Sonoma County Roadmap)

- ✓ For the 2020-21 school year we are not required to offer the minimum instructional minutes in physical education (SB 98) but are dedicated to providing a high-quality fitness/wellness program to our students, no matter the model of instruction they are receiving.
- ✓ When physical education is offered:
 - Equipment will be disinfected between use
 - Contact/high intensity sports are restricted
 - Indoor intense physical exercise will be suspended

- Exclusively outside
- Students will not be required to wear cloth face coverings during physical activities as long as physical distancing is maintainable
- As applicable, on-line activities and resources will be provided to support student fitness and activity

High-Risk Electives

Sonoma County Roadmap

✓ 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.

VCS Extended Efforts

✓ Electives will be evaluated on a case by case basis with risk-assessment considerations.

COVID-19 Point of Contact

Sonoma County Roadmap

✓ Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., site administrator or health aide). All school staff and families should know who this person is and how to contact them in the event of an expected illness or health concern.

✓ Provide impacted individuals with parent-student guidance documents (including materials in second language if needed in compliance with federal law).

VCSCOVID -19 Point of Contacts:

✓ Health/Safety Related Needs:

- Rebecca Ivanoff, Director, rlivanoff5@gmail.com or Carolyn Jenson, OM, vcsofficemanager@gmail.com

✓ Instructional/School-Based Needs:

- Rebecca Ivanoff, Director rlivanoff5@gmail.com

■ 707-524-2848

Back-Up Staffing Plan

Sonoma County Roadmap

✓ Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.

VCS Extended Efforts

✓ Cross train available staff.

✓ Advanced substitute lesson plans for all grade levels.

✓ Ensure substitutes are trained on applicable protocols.

Staff Training

Sonoma County Roadmap

- ✓ Train staff on all safety protocols.
- ✓ Conduct training virtually or ensure that physical distancing is maintained during training.

VCS Extended Efforts

- ✓ Specific training modules will be available and completed prior to the first day of school:
 - Protective Measures for all
 - What to do if a child is sick
 - Cleaning/Disinfectant
 - Handwashing
 - Tissues
 - Staying home/returning to school
 - Food handling protocols

Sharing Facilities

Sonoma County Roadmap

- ✓ Organizations that share or use the school facilities are to be restricted when practical. If granted permission, they must practice all school safety protocols for social distancing and cleaning.

LEARNING CONTINUITY AND ATTENDANCE PLAN (SB 98)

OVERVIEW

*The items below relate to SB 98 and will be included in the **Learning Continuity and Attendance Plan** due September 30th. A separate document will be reviewed by stakeholders prior to Board of Trustees consideration. The following is a summary and preview of considerations only.*

In-Person Classroom Based Instruction

✓ VCS will offer classroom-based instruction, whenever possible, particularly for pupils who have experienced significant learning loss due to school closures in the 2019–20 school year or for pupils who are at greater risk of experiencing learning loss due to future school closures

Distance Learning

Curriculum

✓ Continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery will be provided.

Resources

✓ Curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary will be provided.

Devices and Connectivity

✓ We will ensure access to devices and connectivity for all pupils to support distance learning whenever it occurs.

Measuring Participation

✓ Participation during distance learning will be measured.

○ We will document daily participation for each pupil on each school day, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning on a school day shall be documented as absent for that school day.

○ Daily participation may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between employees of the local educational agency and pupils or parents or guardians.

○ VCS will ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

○ A pupil who does not participate daily in either in-person instruction or distance learning shall be deemed absent. We will use documentation of the absence for purposes of reporting its chronic absenteeism rates in its local control and accountability plan.

Assess Pupil Progress

- ✓ Pupil progress through live contacts and synchronous instructional minutes will be assessed.

Time Value

- ✓ Time value of pupil work (Per SB 98) are as follows for both in-person and/or Distance Learning.
 - Minimum Instructional (Learning) Minutes by Day (M-F)
(waives minimum yearly requirements for instructional minutes)
 - 180 instructional minutes in kindergarten
 - 230 instructional minutes in grades 1 to 3, inclusive
 - 240 instructional minutes in grades 4 to 12, inclusive
 - ★ **For Full Distance Learning only:** Instructional time shall also be based on the above time value of assignments/and live interaction as determined, and certified to, by an employee of the local educational agency (District) who possesses a valid certification document, registered as required by law on a daily basis
 - Students who do not show adequate evidence of learning times as indicated above are at risk of being counted absent unless other substantiating documentation is provided to the assigned teacher for the particular school day in question.
 - Teachers are required to take and track all attendance/contact logs on a daily basis, by the end of each school day. Any questions/concerns regarding school attendance questions are to be directed to the VCS Director.
 - Parents will be provided with detailed daily schedule samples that ensure instructional/learning minutes are met but provide for family flexibility and parent discretion as to when learning takes place remotely.

Professional Development and Resources

- ✓ Professional development and resources (including technological support) to staff to support the provision of distance learning will be provided on an ongoing basis as it relates to their assignment and specific responsibilities.

Staff Roles

- ✓ To the extent that staff roles and responsibilities change because of COVID-19, the new roles and responsibilities of affected staff will be documented.

Additional Support

- ✓ Additional support for English learners, pupils with exceptional needs, foster care and homeless will be provided during the period in which distance learning is provided.

Assess Learning

- ✓ Pupil Learning Status in English Language Arts, Mathematics and English Language Development will be assessed. The state guidance will be considered as part of this plan.

Address Learning Loss and Accelerate Learning

- ✓ We will address learning loss and accelerate learning progress for pupils, English Learners, students who are eligible for free or reduced price meals, foster youth and students who are experiencing

homelessness based on the assessment results of each child.

Effectiveness ✓ We will evaluate the effectiveness of the services or supports provided to address learning loss on a monthly basis.

Monitor/Support

✓ We will monitor and support the mental health and social and emotional well-being of pupils and staff during the school year.

✓ We will continue to explore and consider evidenced-based strategies to become an ever evolving trauma-responsive school system in our work to support our greater school community.

✓ We will continue to post Information about mental health and wellness resources on the school website.

✓ VCS 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 during and beyond this emergency *Impacts of COVID-19*

✓ Professional development and resources will be provided to staff to address trauma and other impacts of COVID-19.

Pupil Engagement and Outreach

Tiered Reengagement

✓ Procedures for tiered reengagement strategies for pupils who are absent from distance learning will be fully developed and articulated to parents. These procedures shall include, but are not limited to, verification of current contact information for each enrolled pupil, daily notification to parents or guardians of absences, a plan for outreach from the school to determine pupil needs including connection with health and social services as necessary and, when feasible, transitioning the pupil to full-time in-person instruction.

Outreach ✓ We will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements or when we determine the pupil is not engaging in instruction and is at risk of learning loss.