

Campbell Union School District 2020-21 SCHOOL REOPENING PLAN

Safe • Nimble • Responsive to Local Context

A Phased Approach to Resuming In-Person Instruction



Message from the Superintendent



I am pleased to present our plan for reopening the 2020-21 school year. Much thought went into its development.

Our process included stakeholder feedback, study of legal requirements, research reviews, and collaboration with our teachers, parents, administrators, support staff and community partners.

Our top priority is the health and well-being of our students, staff, and families as we continue our work of educating students to their highest potential.

As we have learned in recent months, flexibility in response to new information continues to be essential. This *2020-21 School Reopening Plan* allows us to be safe, nimble and responsive to local conditions of the COVID-19 pandemic, and it reflects the information and guidance known at this time. It is a best effort to address the wide-ranging needs of our students, staff and community with the information available now.

We are committed to returning as many students to in-person learning as is safely possible. We will apprise families and staff of any upcoming changes to allow time for planning and will house information and resources on our [COVID-19 web page](#).

*Dr. Shelly Viramontez, Superintendent
Campbell Union School District*

Campbell Union School District **School Reopening Guide**

Safety and learning are the guiding factors for bringing students back to the classroom as pandemic conditions change. Risk assessment includes available resources for following public health orders. Here is our decision guide.

SCHOOLS FULLY OPEN

MINIMAL RISK



ALL IN-SCHOOL
LEARNING

- Little/No social distancing
- Live Instruction in classroom

MODIFIED OPEN

REDUCED RISK



SOME IN-SCHOOL
LEARNING

- Social distancing
- Extra health checks & sanitizing
- Alternate in-school & distance learning

SCHOOLS FULLY CLOSED

HIGH RISK



ALL DISTANCE
LEARNING

Public Health Dept. and resources for meeting guidelines determine how long.

www.campbellusd.org

2020-21 School Reopening Plan At a Glance

On July 15, 2020, the Campbell Union School District Governing Board approved the [District Reopening Planning Committee's recommendation](#) to begin the 2020-21 school year with distance learning for all students and phase into more in-person learning as local conditions permit.

The recommendation includes an option for year-round distance learning for families who prefer that for their children.

This *2020-21 School Reopening Plan* document provides details for implementing the recommendation, and includes the legal requirements, instructional programs, sample schedules, safety precautions, academic and social-emotional supports, and communication norms established for the year.

Table of Contents

Reopening Plan at a Glance.....[3-4](#)

Planning Process and Goals...[5-10](#)

Schedules for Each Phase.....[11](#)

All Grades in Phase 1.....[12](#)

Elementary.....[13-15](#)

Middle.....[16-19](#)

Full year Distance Learning.....[20-22](#)

Quality Teaching and Learning...[23](#)

Special Education.....[24](#)

Operations:

Health and Safety.....[25](#)

Screening.....[26](#)

Hand hygiene.....[27](#)

Face covering.....[28](#)

Ventilation.....[29](#)

Physical distancing.....[30-31](#)

Cohorts.....[32](#)

Disinfecting.....[32](#)

Transportation.....[33](#)

Student Nutrition.....[34](#)

Mental Health.....[35](#)

Staff Safety.....[36](#)

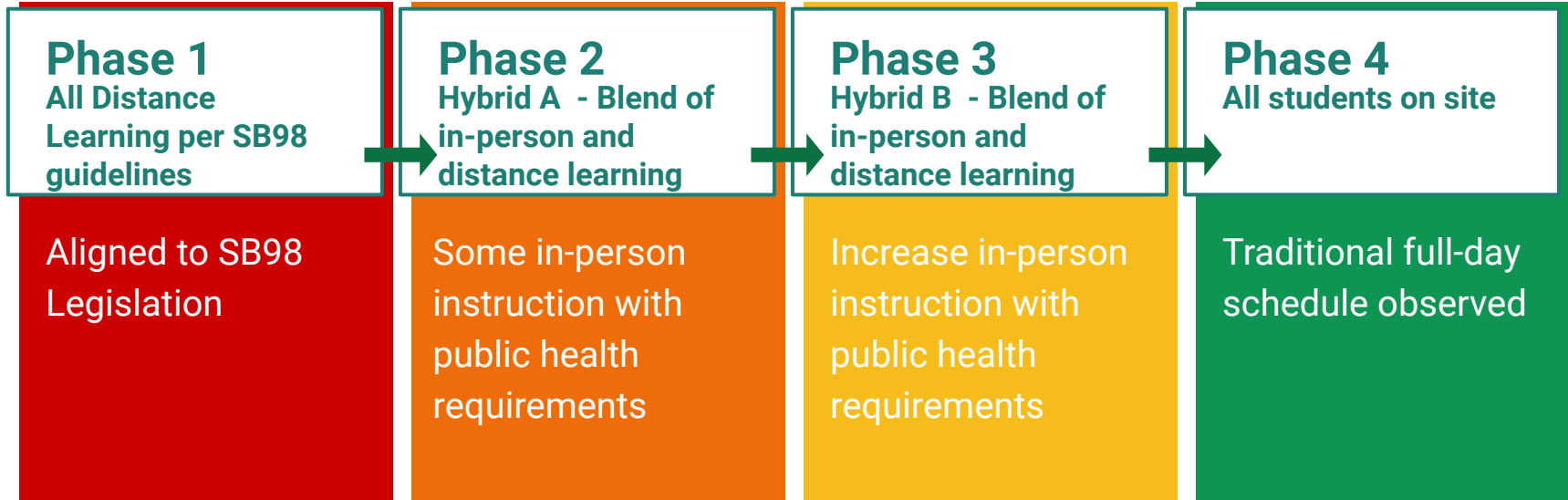
Childcare.....[37](#)

Communication.....[38-39](#)

Special Thanks.....[40](#)

2020-21 School Reopening Plan At a Glance

A Phased-in Return to Campus



Public health guidelines, current state of the virus and input from the Reopening Committee will determine progression between phases.

Overview of the Planning Process

With safety and students foremost in mind, we aligned our planning goals to meet our mission of educating students to their highest potential.

We developed a set of guiding principles and created District workgroups to plan for three distinct scenarios.

1. All Distance Learning (DL)
2. Hybrid (Blend of DL and in-Person)
3. All Students Back

These workgroups researched state and local mandates as information became available and concentrated efforts on facilities preparation, operations, technology needs, instructional plans and governance requirements.

Through a Design Thinking Challenge, teams of school teachers and staff submitted ideas for scheduling a Hybrid model for instruction. These provided the basis for several later versions and the final samples found in this plan.

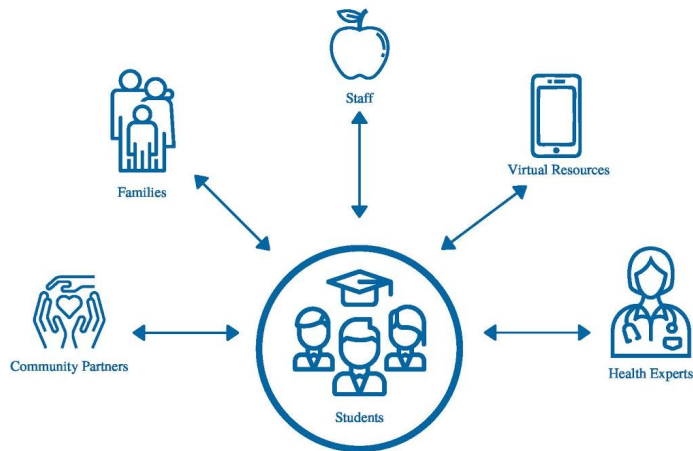
From late-April and mid-June 2020, we conducted multiple surveys of staff, students and families to identify needs, for feedback on which scenario they desired, and what improvements to consider. The following themes emerged and are addressed in the reopening plan:

- Adherence to health and safety requirements
- Quality of distance learning
- More live interaction for students with teachers/peers

With this knowledge, we formed a District Fall Reopening Committee comprised of many stakeholder groups: parents, teachers, administrators and labor union representatives.



We Aligned Our Goals to the Mission



ALIGNING OUR GOALS

To educate our students to their highest potential

Bring back as many students as quickly as we safely can

Our commitment to Every Child a Reader by 3rd grade

Consider ways to bring youngest learners back for in-person instruction

Our commitment to equity

Most vulnerable need extra consideration for support

Safeguard the health and safety of students and staff

Comply with state and county health department directives and guidelines.

We Developed Guiding Principles

- The health and safety of students and staff are our top priority.
- We will engage and collaborate with our partners during all phases of re-entry planning, and implementation.
- We will support teachers across all grade levels and courses to concentrate their instruction so every student masters essential standards.
- We will assess student learning to ensure that students are progressing and engaged, and we will keep both the students and their parents/families informed of student progress.
- We will support the physical and mental well-being of students, integrating social-emotional learning into our academic core.
- We will support the social and emotional needs of our staff members, and we will provide them with time and support they will need for professional learning, reflection, and collaboration.
- We will sustain effective services for our students with special and exceptional needs.



- We will work to ensure students are meaningfully participating and take immediate action to support students struggling to stay connected.
- We will actively support parents/families as they engage in their students' education and learning.
- We will actively support effective governance systems that maximize engagement, public safety, and instructional innovation.
- We will rise to meet this moment and we will come back stronger together.

Planned a Safe Return to School

Our District workgroups researched and addressed [Public Health Department requirements](#).

- **Facilities** - Safety protocols and social distancing
- **Technology** - Providing devices and support needed for distance learning
- **Operations** - Processes for staff, various programs, e.g. attendance, sports, etc.
- **Teaching and Learning** - Professional development (PD) needs, assessments, Multi-Tiered Systems of Support, Social Emotional Learning, plans for hybrid instruction, how to enhance engagement in various instructional models
- **Governance** - Communication, protocols, implement safety protocols

We also collaborated with education and public health groups to stay informed of changing conditions and regulations and to identify resources for meeting them.

- [Public Health Department](#) (PHD)
- Santa Clara County Superintendents Association
- [Association of California School Administrators \(ACSA\)](#)
- [California School Boards Association \(CSBA\)](#)
 - Seeking flexibility and waivers
 - Additional funding to implement safety requirements
- CUSD labor leaders
- Community partners and counseling services



Added the New Distance Learning Requirements

[Public health orders](#), Executive Orders from the Governor, Education Code, and [SB98 legislation](#) attached to the State Budget adoption include the following requirements for distance learning:

- As much in-person instruction as practicable
- Confirm/Provide access to connectivity and devices to all students
- Content of same quality as in-person instruction; aligned to standards
- Academic supports for specific pupil groups
- Special Ed. services
- Designated and integrated ELD
- Daily live interaction with teachers and peers for purposes of instruction
- Progress monitoring
- Daily Instructional Minutes
 - TK/K: 180 Minutes/day
 - 1-3: 230 Minutes/day
 - 4-8 240 Minutes /day
- Meals for all eligible for Free/Reduced Price Meals
- Weekly engagement record documenting synchronous/asynchronous instruction
- Evidence of participation in online activities
- Track completion of assignments
- Daily contact with student or parents



Incorporated New Public Health Guidance

**Organizing Principle:
Stable Cohorts**

**Organizing Principle:
Physical Distancing and
Face Coverings**



Less feasible to limit close contact and wear face coverings

More feasible to maintain stable cohorts

Greater need for in-person and group-based instruction with close contact to support social-emotional and academic development

More feasible to limit close contact and wear face coverings

Less feasible to maintain stable cohorts

Lesser need for in-person or group-based instruction with close contact to support social-emotional and academic development

School Schedules for Each Phase

The following sample schedules for our instructional elementary and middle school programs are based on the information available at this time. Some elements of these schedules are subject to employee bargaining group negotiations and may be modified.

We are committed to establishing schedules, structures, practices, and clear expectations for successful student in-person learning to resume. Also, we are committed to—as much as possible—providing the same in-person schedule for families with children in different grades and schools.

Our schedules do not show dates between phases due to the unpredictable nature of the new coronavirus, and because the new California Department of Public Health guidance calls for using specific metrics to determine if school districts can start in-person instruction.

Schools in counties on the State's Monitoring List must not open for in-person instruction until their county has come off that list for 14 consecutive days, unless granted a waiver by the Public Health Department. Once schools meet the requirement, they may begin in-person instruction, following public health guidelines. We will send information at the beginning of each month providing dates for when transitions between phases will occur.

For us to move to phase two, we must be off of the Monitoring List for two weeks and then can begin planning the change. We will provide families and staff at least two weeks notice before moving to a new phase.



Phase 1: All Grades Distance Learning

Under our 2020-21 Reopening Plan, all students will start the year in distance learning. Our Distance Learning program will differ from what we provided in spring: more engaging, academically rigorous, and in line with new legislative requirements.

The improvements include daily live interaction with teachers and peers for instruction, and content that aligns with standards and of similar quality as what students receive from in-person instruction.

Key features of the program include:

- Use of Zoom, SeeSaw and Google classroom as our main Instructional delivery methods.
- Parent education will be provided to support learning at home.
- A weekly schedule of daily live teaching will be provided for students/families from their child's teacher.
- Student work will be assessed and teacher feedback provided.
- Students will be required to attend both large and small group virtual instruction.
- Students will be assigned to small group instruction for additional support as needed.
- Staff will be available during office hours for questions/concerns.
- Schedules will provide choice for synchronous learning.
- Devices will be provided as needed.



Learning Mitigation Support:

Qualifying students may be invited to receive additional supports on-site during the school day as part of the legislative requirements for the Learning Loss Mitigation Funds.

The district is reviewing the criteria and will reach out to those who qualify for this.

**Note: Some in-person supports and services may be provided to students with an IEP or others in high-needs subgroups. Per the allowance within the Governor's guidelines.*

Phase 1: Distance Learning Schedule - Elementary

SAMPLE

Student Schedule
Times listed below are for synchronous (in-person) teacher-led instruction.
Other asynchronous learning will be pushed out in addition to the times listed below.

Time	Day	Content
8:30-9:00	M,T,TH,F	Social Emotional Learning (M,F) Literacy (T/TH)
9:15-9:45	M,T,F	Literacy (M,F) Science (T)
11:00-11:30	M,T,TH,F	Math
11:00-11:30	W	Small group instruction: Question/Answer Connection Time with teacher
12:45-1:15	M,T,TH,F	ELD for English Learners RSP and Special Education Services Enrichment Classes

Exact schedule will be determined by the school and teachers.

Phase 2: Elementary Schedule: Hybrid

- In-person learning up to 4 hours; 2 days for each cohort.
- Cohorts A & B roughly half of the full class enrollment. Siblings in the same cohort.
- Staggered start/end times for grades, varied entrance/exit points to limit congestion.
- Provisions for siblings to arrive together, as much as practicable.
- Staggered start dates for in-person learning.
- Younger students come back first to practice protocols.
- Assigned seating within the classroom.
- Staggered recess times to avoid mixing of cohorts

Wednesdays

- Up to 1 hour live instruction in the morning
- 1 hour small group instruction for special populations
- Distance learning for students for the remainder
- Time for teacher collaboration, staff development, staff meeting, and preparation time.

SAMPLE

Grade	Start	M	T	W	TH	F
TK, K,1	Stagger start dates	A	A	<i>Sample only. Exact times TBD by site and grade levels</i> <u>8:00-9:00:</u> Virtual Class Meeting <u>9:00-10:00:</u> Small Group instruction <u>10:00-12:00</u> Collaboration and/or staff meeting. <u>Lunch</u> 12:30-End of Day, Teacher Prep	B	B
2-3		A	A		B	B
4-6		A	A		B	B

Students on full-year Distance Learning will have daily live instruction, schedule determined by school and teacher

Phase 3: Elementary Schedule: Full Classes

Blend Cohorts A & B

- Bring together both cohorts of students (full class sizes) for in-person instruction, half day
- 5 mornings a week.
- Distance learning in the afternoon for students.



Phase 4: Elementary Schedule

All students come back to school with a traditional full day schedule.

Note: Schedules do not show dates between phases. New [California Department of Public Health guidance](#) calls for using specific metrics to determine if school districts can start in-person instruction. *Communication will go out at the beginning of each month that will provide dates for when transitions between phases will occur.*

Phase 1: Middle School Schedule

All Distance Learning

In addition to the Distance Learning model described on page 12, middle schools are proposing the following additions:

Orientation and Home Room:

Open the school year with a small-group orientation with Home Room Teachers.

- 22-25 students; 30-minute home room period.
- Meet daily with teacher.
- Common point of contact for students.
- Support ongoing Social-Emotional Learning (SEL) work, check-ins, ensure tech access, establish COVID 19 school routines, and monitor progress to ensure students are experiencing maximum success during distance learning.

Weekly Schedule:

- Block schedule for daily contact with teachers in distance learning.
- M, T, Th, F would include direct teacher instruction (synchronous) learning and remote (asynchronous) learning.
- Wednesday would be distance learning for students, maintaining home room time. Additional small group support can be provided on this day.

NOTE: Some aspects of the sample schedules are subject to employee negotiations and may be modified.

MIDDLE SCHOOL STUDENT SCHEDULE	Mon. A	Tue. A	Thur. B	Fri. B	Wed. All Cohorts Distance Learning	
Home Room: 8:30-9:00a		SAMPLE			Home Room: 8:30-9:00a	
5-min Break					5-min Break	
Block 1: 9:05-10:25a	Period 1	Period 4	Period 1	Period 4	Block 1: 9:05-9:45a	Period 1
10-min Break					Block 2: 9:45-10:25a	Period 2
Block 2: 10:35-11:55a	Period 2	Period 5	Period 2	Period 5	10-min Break	
30-min Lunch					Block 3: 10:35-11:15a-	Period 3
Block 3: 12:25-1:45p	Period 3	Period 6	Period 3	Period 6	Block 4: 11:15-11:55a	Period 4
					30-min Lunch	
					Block 5: 12:25-1:05p	Period 5
					Block 6: 1:05-1:45p	Period 6

Note: Schedules do not show dates between phases. New [California Department of Public Health guidance](#) call for using specific metrics to determine if school districts can start in-person instruction. *Communication will go out at the beginning of each month that will provide dates for when transitions between phases will occur.*

Phase 2: Middle School Schedule (Hybrid A)

Cohorts A and B on Campus 2 Days

Using an A/B schedule and a staggered start where cohorts could come to school 2 days a week.

Caveat:

At the middle school level, the staggered schedule will involve reimagining master schedules, particularly for teachers who teach multiple grade levels. Teachers will be assigned to specific grades compared to the traditional model of exploratory and PE teachers being assigned to multiple grades.

Bell Schedule:

Would be the DL Block Schedule for the on-campus learning. Teachers will rotate to each classroom for instruction.

SAMPLE

Staggered Start Times		
Student group	Cohort A M/T	Cohort B Th/F
Grade 6	8:00 AM	8:00 AM
Grade 7	8:30 AM	8:30 AM
Grade 8	9:00 AM	9:00 AM

Distance Learning schedule set by school and teachers, in accordance with requirements on page 12.

Phase 3: Middle School Schedule

Hybrid B: Cohorts A and B on Campus 4 Days a Week

M, T, Th, F all grades coming to school with a full cohort on a staggered schedule.

Bell Schedule:

Could be a block or more typical bell schedule for the on-campus learning. We will need to work out how to support students who are at home. Teachers would rotate to each classroom for instruction.

SAMPLE

Staggered Start Times	
Student group	Start time
Grade 6	8:00 AM
Grade 7	8:30 AM
Grade 8	9:00 AM

Phase 4: Middle School Schedule:

All students come back to school with a traditional full-day schedule. Times TBD.

School-Year Distance Learning Program

Some families have indicated a desire to enroll their students in Distance Learning for the entire school year.

Choosing this option requires the full school year commitment. Requests to change to in-person instruction will be subject to our school transfer procedures.

Key points for this Distance Learning option:

- Students will have rights to return to their resident school the following year.
- The program will follow the model described on page 12.
- The requirements and link for enrollment for the Distance Learning Program is on our [Enrollment web page](#).
- Enrollment will determine 2020-21 school year staffing needs
 - The posting and application process will be used to determine staff assignments.



Full Year Distance Learning Schedule - Elementary

SAMPLE

Student Schedule

Times listed below are for synchronous teacher led instruction.
Other asynchronous learning will be pushed out in addition to the times listed below.

Time	Day	Content
8:30-9:00	M, F	Social Emotional Learning, Profile of a Graduate Competency Development
9:10-10:15	M-F	Literacy Development: Both large and small group rotations will occur.
10:15-10:30	M-F	Movement Break
10:30-11:30	M-F	Math Development: Both large and small group rotations will occur.
11:30-12:00 12:00-12:30	M-F	Small group instruction sessions. Children may not be called daily.
12:30-1:15	M-F	Lunch and Movement
1:15-2:15	M/T	Project Based Integrated Learning Time
1:15-2:15	TH F	Student demonstrations of learning Facilitated Student Collaboration Time

Exact schedule will be determined by the school and teachers.

Full Year Distance Learning Schedule - Middle

- Exact schedule will be determined by the teacher(s).
- Office hours will be embedded into the schedule.
- Wednesdays will be a minimum day to allow for teacher professional development and collaboration.

Middle School ALL Distance Learning	
8:30 - 9:00	Daily Connection/SEL
9:05-9:45	Period 1
9:45-10:25	Period 2
	BREAK
10:35-11:15	Period 3
1:15-11:55	Period 4
	LUNCH
12:25-1:05	Period 5
1:05-1:45	Period 6

Ensuring High Quality Teaching & Learning

Learning Continuity & Attendance Plan

As part of California's accountability requirements, we must submit a Board-approved plan addressing the following:

- How we will provide substantially similar instruction in Distance Learning.
- How we will ensure students have devices & connectivity.
- Live contacts and how we will ensure participation.
- Provision of Designated and Integrated ELD.
- Monitor and support for the Social-Emotional well being of students and staff.
- Re-engagement strategies for those who are not participating in DL.
- Providing meals for students who receive free/reduced.
- Improved services for Foster Youth, English Learners & Low SES.

Our plan will go to the Board for review and approval in September 2020.



Special Education

Our Special Education Subcommittee has been working through the summer to revise procedures and develop options for providing services and accommodations.

The subcommittee work includes:

- Examining Goals and Services of IEPs in order to ensure the unique needs of individual students are addressed by the case manager, teachers and support staff.
- Process for contacting and engaging families and students in determining recommendations for services in each of the phases, including holding IEP meetings to adjust program placement and services as necessary.
- Ensuring distance learning requirements will be met for students with IEPs, including General Education, support and other appropriate services to address students' goals.
- Exploring platforms and strategies for effective collaboration between special and general education providers for meaningful inclusion.
- Providing professional development, systems and structures to support collaborative instructional and communication practices.



Operations Health and Safety

*The following pages describe details for
School Day Operations as of July 23, 2020*

*Information will be revised monthly, as needed,
to reflect changes in public health and other
official mandates related to the COVID-19
pandemic.*



Screening for Symptoms

As of July 1, 2020, the Public Health Department advises that, for children, it is unreliable to use temperature to screen for COVID-19.


- We will provide parents with training on how to conduct the daily health screening prior to their child being brought to school or to the bus stop.
- To prevent the spread of infection, students, teachers and other employees who have signs/symptoms of COVID-19 will be told to stay home until they are symptom free. At this point, we will require a negative test for COVID-19 or a note from the doctor indicating the student or staff member is able to return.
- The County Public Health Department guidelines, and CUSD School Nurse recommendations, will guide decisions about testing and returning to school, including those who have had an exposure to COVID-19.
- Teachers and principals will be trained on signs and symptoms of COVID-19, including appropriate action to take if anyone develops symptoms during the day.



- Students who exhibit symptoms of COVID-19 will be safely isolated until they are picked up. Employees exhibiting symptoms will be sent home.
- Virtual learning will be available for children who need to stay home because they are sick or in isolation because of COVID-19 infection or exposure and for students whose families have elected this option for the school year.
- Our school nurses have reviewed all student health plans to prepare health support for returning students.

Hand Hygiene

Hand hygiene is an effective strategy to prevent the spread of most respiratory viruses. Our staff will be teaching proper hand hygiene (soap and water or hand sanitizer) and scheduling routine, frequent hand-washing activities throughout the school day.

- We will use age-appropriate lessons to teach students how to clean their hands properly and to avoid touching their face, eyes, nose and mouth. Lessons and reminders with students will be consistent with our Positive Behavioral Interventions and Supports (PBIS) in which we teach the behavior, model it, and affirm and respond as necessary to achieve expected behavior.
 - Students and staff will be taught about respiratory etiquette; students and staff who have symptoms of a respiratory tract infection will stay home. Everyone will be reminded to sneeze or cough into their elbow/sleeve or tissue, and to sanitize hands after a cough or sneeze.
 - There will be age-appropriate signage placed throughout the school to remind students to wash or sanitize hands. Liquid soap and hand sanitizer will be replenished and paper towels available for drying. No-touch waste receptacles will be available for disposal of materials.
- 
- All students will have access to hand sanitizer and/or sinks with soap throughout the day and will have frequent reminders to wash or sanitize their hands, specifically before and after eating and going outside to play.
 - A regular schedule for routine hand hygiene will be in place for younger students with scheduled hand hygiene breaks. Our classrooms have sinks with soap dispensers, and we will make hand sanitizer available as necessary to augment hand washing. Hand sanitizer will be available at the entry point of each classroom.

Face Coverings

The current State guidelines require use of face coverings for all staff and students, unless exempt, for indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

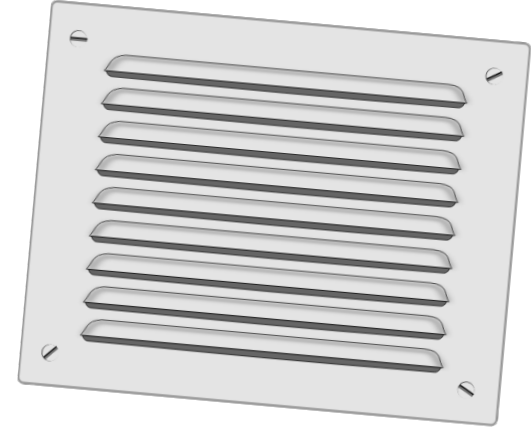
- All students will use face coverings provided from home.
- For students below third grade, the teacher may allow students to remove their face coverings while at their desks.
- Face coverings are required for everyone upon arrival at the bus stop and school.
- Employees may use face coverings provided from home or a face covering or clear face shield provided by CUSD, if available.
- Students will be taught the reason for and proper use of a face covering, procedures for putting on, taking off, and storing the face covering (i.e. during meal times, snack times).
- Each school will maintain a supply of non-medical masks in case a student or staff member forget theirs and need one for the day.
- There may be individual exceptions for students with respiratory or other conditions where wearing a face covering is not feasible.
- Students not exempt from wearing face coverings and who refuse to wear one during in-person learning will be removed from the in-person learning option.
- See Public Health Department Guidance for K-12 Schools for details about face covering requirements for children and adults.



Ventilation

Properly installed and maintained Heating, Ventilation and Air Conditioner (HVAC) systems are the key to ensuring healthy indoor air quality in school learning environments. We will support healthy environmental conditions and airflow as follows.

- All air filters in all rooms have been changed in preparation for when on-campus learning is allowed.
- HVAC systems will be set to operate at a minimum of one hour before and after planned occupancy. Thermostat programs will be set to allow circulation fans to bring additional fresh air into classrooms after heating or cooling needs have been met.
- Overwhelming majority of classrooms have their own individual unit that serves only that space.
- High-efficiency air filters are installed and will be replaced frequently.
- The use of outdoor space or environments with windows or other cross-ventilation options will be used as much as possible.



Physical Distancing

Through physical distancing and common cohorts (smaller groups of students who do not mix with other groups), we will reduce the likelihood of contracting the virus in school settings. This includes limiting people on campus to only students, instructors and service providers. Our plan for distancing is described here.

Classrooms

- When students are in the classroom, we will arrange the classroom furniture to leave as much space between students as required by the Public Health order.
- When weather permits, teachers may conduct classes outside to promote both physical distancing and fresh air ventilation.



Large gatherings/assembly

- Large gatherings/assemblies will not take place in the foreseeable future.
- Singing, drama, band, sports, and similar practices/performance pose a higher level transmission risk. The District will adhere to Public Health Department guidelines and suspend these activities until public health orders permit. When they are allowed, we will give special consideration to room ventilation, use of outdoor space, and the distance between students. To the extent possible, students will not share instruments and athletic equipment or other objects, and if sharing is required, the objects will be disinfected between use.

Physical Distancing (continued)

Lunch breaks

- To minimize risk of group transmission and maintain physical distancing, we will stagger or modify break and lunch times at each school site.
- When weather permits, lunch or snack breaks will be held outside, to the extent possible.
- Hand hygiene will be performed before and after breakfast and lunch breaks.

Outdoor and other activities

- During outdoor activities, such as recess, common cohorts need not practice physical distancing, but distancing will be required between the cohorts.
- Students will be instructed to clean their hands before physical education activities, outdoor play and/or playground use. To the extent possible, they will not share equipment or other objects, and if sharing is required, the objects will be disinfected between use.

- There will be special consideration about whether to re-start sports with a high-degree of physical contact (i.e. soccer, basketball and wrestling). For the present we will postpone or modify them. Sports equipment (e.g. balls, hockey sticks, etc.) will be cleaned at the conclusion of each activity.
- Students will be instructed about following safety protocols on the playground.
- We will assign restroom and schedules for bathrooms to allow common cohorts to avoid mixing with others.
- We will post signs and give reminders about proper protocols for hygiene and physical distancing.
- We will provide sports/after school programs only as social distancing and health requirements can be met.

Cohorts



Establishing cohorts aims to create common groups, limit the mixing of students and staff, and reduce the number of people at risk of viral exposure.

To create and maintain stable cohorts, we will:

- Initially size a cohort to be about half of the class, except for those classes that have small numbers below 15. Each class will have an A/B cohort.
- Assign elementary students to one classroom as a stable cohort which will enable each group of students to work consistently together with little or no mingling with other cohorts on campus.
- Modify middle school students' schedules to reduce the total number of class or cohort changes per day. Campuses will focus on physical distancing throughout the in-person instructional day.

Disinfecting

To properly disinfect a surface, it must first be clear of spills or debris.

The District uses greener products for cleaning and disinfecting.

To facilitate the custodial staff's disinfecting process, students and staff may be asked to regularly wipe down some high-touch surfaces, such as desks and shared objects.

Each classroom and workspace will have access to paper towels and spray bottles of non-toxic cleaning solution.

We will teach students to avoid sharing objects and will focus on hand hygiene with regular breaks.

We will implement a schedule for cleaning high-touch surfaces.



Transportation

Under Federal law, qualifying students with unique needs are a priority for bus service, and State and local officials have issued physical distancing requirements to reduce the spread of COVID-19. Therefore, home-to-school transportation will be severely limited to only those students we are legally required to transport.

CUSD will continue monitoring resources and may be able to resume some home-to-school transport as conditions improve.

Please note the following guidelines:


- Parents will need to screen their own children for symptoms of illness before the child boards the bus. Drivers will have authority to refuse boarding to any student demonstrating symptoms.
 - Operational adjustments will occur, as needed.
 - Students need to be escorted to the bus by an adult. We will reduce the seating capacity on our buses, and use a seating chart and physical markers to designate which seats are available for use. Students will be asked to observe physical distancing at bus stops and school loading and unloading zones.
 - Students, parents, and employees will wear face coverings while on the bus and while waiting at bus stops.
- As much as possible, students from the same cohort or family will be seated together.
 - Improved ventilation (e.g. keeping windows open, weather permitting) and enhanced disinfecting protocols will be followed.
 - To prevent students from walking past each other, we will assign students to seats in the order of back to front of the bus on the morning routes, and in the order of drop off students on afternoon routes.



Student Nutrition

Studies show that students perform best academically when well-nourished. Ensuring every child has access to healthy meals at school is important.

To reduce the spread of the coronavirus, we are making the following adjustments:

- Menus will continue to follow the National School Lunch and Breakfast Program guidelines.
 - To allow for adequate social distancing, meals may be served and consumed in the classroom, cafeteria/multi-purpose room, or outdoors.
 - Fresh, healthy meals will be pre-assembled by the Child Nutrition Staff. We will give students their pre-assembled meal at a point of service and will run their transaction through our point-of-service software.
 - Use of shared tables and self-service salad bars will be suspended to decrease transmission risk.
 - Meal times will be staggered to allow for cleaning between meal services and to maintain smaller groups of students for social distancing.
- 
- Meals will be charged according to the student's meal status of Free, Reduced or Paid. Families *do* need to apply for Free or Reduced Meal status for the 2020-21 school year as soon as possible.
 - Offsite Meal Service for students participating in distance learning will be available at meal pick-up times at school sites. Caregivers will be able to pick up meals for their students to consume offsite, but the students' name(s) must be given at pick-up. These meals will be charged by the students' meal status for the 20-21 school year. Meals will only be available for students enrolled in CUSD.

Mental Health

A proactive approach is important to decrease the mental health impact for students related to the sudden school closure, sheltering-in-place, and resuming or reopening schools caused by responding to the pandemic.

To address sources of distress and create a welcoming learning community, we will:

- Incorporate lessons specific to supporting and developing social and emotional wellbeing.
- Seek to provide early identification and intervention of learning gaps that may have occurred during school closures.
- Provide onsite and/or telehealth individual counseling services or family coaching.
- Provide staff professional development on topics such as suicide prevention, social-emotional learning, and trauma informed practices.
- Adapt mental health support services provided by partner agencies for groups or individual students, as needed.



Staff Safety Measures

The safety of the school staff is an essential consideration. Efforts to mitigate risks for teachers and other staff will be similar to those recommended for other public settings.

- We will practice physical distancing of school staff from children and other staff, to the extent possible.
- Adults will wear cloth face coverings of their own and have the option to wear a clear face shield, if desired. The District will provide clear shields and instructions for proper use. These can be important for teaching, since facial expressions are an important part of communication, especially for phonological instruction.
- Teachers will be instructed in the safe and proper way to wear the clear face shields.
- Instructions and training in how to implement COVID-19 safety measures will be provided to staff upon the start of the year and periodically throughout the year, as needed.

Child Care for Staff and Families

The district recognizes that families may need childcare even as the year begins in distance learning. While current restrictions prevent opening classrooms for daily instruction, they do allow for childcare with physical distancing. The district childcare program will follow all [Public Health Department requirements](#).

School-day childcare will not available.

[County-wide childcare information](#) is available from the Santa Clara County Office of Education.

We will offer CampbellCare in the afternoons.

Beginning: Monday, August 24th.

Hours: 2:30 pm - 6:00 pm

Schedule: 5 days/week

Cost: \$614/per student/month
(Rate prorated to \$399 for Aug. and Dec.;
10% discount for siblings and staff)

[Registration is open to all CUSD-enrolled families](#) through our Expanded Learning Department.

The number of sites offering this program will be determined by enrollment.



Communication: Informing Families, Staff

Welcoming Students

In early August, the school and district will send information to families about new student orientation, teacher assignment and more.

There will be virtual orientation opportunities for students to meet their new teachers and each other in small groups.

Students who are new to our schools will be provided a schedule to check out equipment needed for distance learning and to meet school staff.

School-year Communication

Upon reopening and throughout the year, school administrators will provide clear, age-appropriate information about COVID-19 to students, staff and parents/caregivers, as well as regular updates to their school communities.

As COVID-19 is likely to persist and circulate like other respiratory viruses throughout the fall and into the spring, we will provide public updates related to COVID-19 at least monthly.

Exposure Notices

CUSD and each school is committed to communicating with specific populations that may be affected by any known infection.

We will send notifications through our normal channel— phone, email and/or online—as appropriate to the situation.

We will follow County Public Health Department notification guidelines, which include protections for student and family privacy.

We will follow all protocols for disinfecting, notification, and possible quarantine, as determined by the Public Health Department.



Learn More about the Reopening Plan

Visit our [COVID-19 web page](#) for updates, Board presentations, resources, and answers to frequently asked questions.

Attend a virtual community meeting

- July 29 at 6p in English
- July 30 at 6p in Spanish

To submit questions after you review the plan, please use this [online form](#).

[Subscribe](#) to the district's and your school's weekly e-newsletter for updates.

Check your email for monthly messages about dates when transitions between phases may occur.

Email the district: contact@campbellusd.org



Special Thanks to District Reopening Planning Committee

- **Megan DeLaye**, Teacher - 1st, Lynhaven
- **Mary Hill**, Teacher - 2nd, Forest Hill
- **Shanti Lipari**, Teacher - 3rd, Blackford
- **Kate Gaither**, Teacher - 4th, Marshall Lane
- **Michelle Beddo**, Teacher - 6th, RHMS
- **Lisa Wiseman**, Teacher - EL, Capri
- **Jeni Marty**, Teacher - RSP, Sherman Oaks
- **Lisa Hulme Taylor**, District Nurse
- **Megan Read**, Teacher, CSI
- **Erin Rupp**, Classified – Office, MMS
- **Cedric Germany**, Custodian, Blackford, CSEA President
- **Catherine Hodge**, Teacher, Village, Spec Ed, CETA President

- **Justin Fraser**, Parent
- **Berta Yee**, Parent
- **Jenni Avery**, Parent
- **Martha de Ojeda**, Expanded Learning
- **Ann Moe**, District Nurse
- **Sarita Sundaram**, Teacher, 4th, Rosemary
- **Peter Flores**, Behavior Specialist
- **Josh Pizzica**, Teacher, 8th, Monroe
- **Marco Chavez**, Principal, Sherman Oaks
- **Ruth Stephens-Radle**, Principal, Monroe
- **Kami Thordarson**, Principal, CSI
- **Shelly Viramontez**, D.O. Admin/Governance
- **Whitney Holton**, D.O. Admin/Teaching & Learning



- **Lena Bundtzen**, D.O. Admin/Operations
- **Trevor Walker**, D.O. Admin/Technology
- **Chrissie Stevenson**, D.O. Admin/Transportation
- **Dave Radke**, D.O. Admin/Facilities
- **Nelly Yang**, D.O. Admin
- **Marla Sanchez**, D.O. staff/Communications
- **Peg Tushak**, D.O. staff/Governance

Campbell Union School District

The logo consists of a horizontal bar with a green segment on the left and an orange segment on the right.

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Published July 24, 2020