Laton Unified School District
Three Phase Reopening Plan
2020-2021 School Year

The school district’s administration and staff will work closely with the community liaison to communicate the reopening plan’s current phase with parents and the Laton community. Various meetings will continue to occur in English and Spanish to allow parents to provide input and provide information on the expectations, processes, and procedures throughout every phase of the reopening plan. This information will be made available on the school website, social media, and the district’s mass communication platform.

Phase 1

Digital Instruction and Learning:
This model complies with the Governor’s announcement on Friday, July 17th, regarding school reopening and the criteria for returning to in-classroom instruction. The Governor’s mandate specifies that if a county has been on the state monitoring list within the last 14 days, the school and school district must conduct distance learning until Fresno county has been removed from the monitoring list for at least 14 days. The district can apply for a waiver when COVID-19 cases within the community have been contained. To create consistency, the district would commit to operating under phase 1 for an entire grading period. At this point, the district and local health officials would reevaluate the COVID-19 impact on the Laton community and apply for a waiver to open the schools.

Under phase 1, students will participate in structured digital instruction/learning from home using Edgenuity, Zoom, Google Classroom, Class Dojo, Remind, etc., district-wide. Unduplicated students and students who are considered high risk (academically, socially emotional) will be placed on a rotating schedule for face to face (F2F) progress monitoring. The structured digital instruction/learning schedule will be site based and will include structured times for students to engage in direct digital instruction/learning. Progress monitoring will be mandatory for unduplicated students during the time schools can not have traditional F2F instruction. As needed, students will have formal check-ins to discuss areas of concern and get support in the areas they are struggling in or strengthen academic and social-emotional skills. Once students are caught up or deemed no longer at risk, progress monitoring will no longer be required.
Progress monitoring will be provided by the classroom teacher/RSP/ELD/resource teacher as directed by student needs. Student needs will be data-driven and will be determined using multiple measures. These measures include but are not limited to Reading Inventories, Math Inventories, and IAB district benchmark assessments. Formal progress monitoring will take place every quarter and informally daily through grades and checks for understanding. Parents will be notified when their child is placed on the progress monitoring list by the counselor or classroom teacher.

Students who have been identified for social-emotional intervention will be placed on a progress monitoring F2F schedule to meet with the school counselor and/or All4Youth counselor. During this time, student goals will be reviewed and monitored. This will also serve as a counseling session for students. During F2F meetings, all health and safety guidelines will be strictly enforced.

**LUSD would transition into Phase 2 when Fresno County Department of Public Health (FCPH) officials, in conjunction with the California Department of Public Health (CDPH) officials, allowed school districts in the county to open for in-person instruction. For elementary schools, this can happen by submitting a waiver to FCPH. A waiver may only be granted if the superintendent requests one in consultation with labor, parent, and community organizations. Once submitted, local health officers will review local community COVID-19 data, consider other public health interventions, and consult with CDPH when considering a waiver request. Once this waiver is approved, schools will be allowed to open. All CDPH health and safety guidelines will need to be in place before schools are allowed to open for F2F learning. Phase 2 will go into effect when the county’s COVID-19 county risk level drops from widespread (Purple Level) to substantial (Red Level) on the county’s COVID-19 tracking system. Once the county is in the red level, all schools in the district will put into effect Phase 2 of the reopening plan.**

**Phase 2**

**50/50 Hybrid:**
This phase would be carried out once a waiver has been granted by the health department/county office of education, and the district is allowed to open for F2F, synchronous instruction. The district would open partially as described below, enabling school officials to comply with all of the guidelines and regulations required by the health department, which require districts to have a plan in place to mitigate the spread of COVID-19. To provide
our community, students, and staff with consistency, this phase would also be in place for one (four-week) grading period. Following, the district and community health officials would once again come together to reevaluate how COVID-19 is impacting the community. The determination will then be made to stay on the current phase for another grading period or move forward with fully opening our schools.

During phase two of the reopening plan, students will be placed into two cohorts, district-wide. This model includes having F2F, synchronous instruction, with roughly 50 percent of students attending daily. This model would allow the control of COVID-19 exposure between students and staff. Cohort A students would come to school for F2F instruction Tuesdays and Thursdays, while Cohort B students would come to school on Wednesdays and Fridays. Mondays are designated to provide F2F instruction to support our high needs populations, and students considered highly at risk and those needing additional academic and social-emotional support. Asynchronous instruction will be taking place daily by way of independent practice and/or extended application. All safety guidelines and procedures will be followed.

**Phase 2 will be in effect for at least one grading period. During this time, processes and procedures, health and safety measures, and contact tracing will be reviewed and adjusted to ensure the district can handle rolling out Phase 3 of the reopening plan. Data will be collected during Phase 2 to assist with decision-making and determine whether it is appropriate and safe to allow all district students to attend in-person instruction daily. Phase 3 will only take place if the district can continue to enforce FCPH health and safety guidelines.**

**Phase 3**

**Traditional:**
This phase would take effect when Fresno county has been off the watchlist for a considerable time, Fresno county gives districts the freedom to open for in-person instruction, and the district has successfully implemented Phase 2. At this point, the spread of COVID-19 would be less, allowing schools to mitigate/track the spread, reducing the risk of an outbreak and/or another school closure.

All stakeholders would have to abide by strict LUSD safety guidelines and protocols. Under this plan, students will attend school daily for F2F synchronous instruction. The school schedule will be similar to past years, with staggered start/end times to avoid having large groups gathering in one place. Student breaks/lunch will also be reconfigured to adhere to social distancing guidelines with some grades eating lunch in their classroom. Each
school site will develop its schedule. Classrooms and office spaces will be cleared of non-essential furniture to maintain social distancing. School sites would be limited to school personnel and students. Due to the nature of the COVID-19 (asymptomatic) and to keep with state and local guidelines (tracing, tracking), volunteers and parents would not be allowed on the grounds, except for emergencies. Each school site will have a plan describing dropoff and pickup procedures. Students and staff will be required to wear a mask at all times when they are in transit to another location and any situation when social distancing is not possible. Every person will be required to wear a mask when entering LUSD grounds. Health screening will be conducted daily for all staff and students in grades 4-12. Temperature checks will be conducted by a member of our team for students in preschool to 3rd grade.

Transportation may be an issue under this plan. As a result of our survey, most parents indicated they would drop off their child at school if this meant the child could attend daily. Depending on how many students can fit on a bus with health department health and safety guidelines in place, our staff may be calling parents to solicit their assistance with transportation.

In the survey, some parents also indicated they don’t feel safe sending their children to school. The district is in the process of getting approval to open a school of choice that will be mainly online. This will be an alternative choice. Parents will be asked to commit to one of these two options before the beginning of the 2020/2021 school year. Once assigned, students will be required to be in the program they selected for the entire semester, to not interfere with the health and safety of others.

Keeping students, staff and our community safe is a top priority. LUSD will work with public health officials and all stakeholders to provide a safe learning environment throughout this pandemic. Unfortunately, the possibility of another districtwide closure is a reality if the health and safety of students and staff are jeopardized. District-wide closure will occur if the district is no longer able to keep FCPH health and safety guidelines and or in danger of having an outbreak affecting 5% of students and staff. At this point, distance learning would be put back into place, and each site would roll back to Phase 1 of the reopening plan.
Health and Safety Processes and Procedures

All health and safety processes and procedures described in this document will be strictly followed throughout every phase of the LUSD reopening plan.

Arrival and Dismissal

During every phase of the reopening plan, the following expectations and procedures are in place to ensure the health safety and hygiene standards are met during school drop off and pick up times.

- The school's master schedule will abide by social distancing regulations in order to prevent cross-contamination and unnecessary interaction amongst students and/or staff members.
- There will be structured arrival and dismissal schedules that restrict contact with other groups and individuals.
- Children and staff are not to be in school if they show any symptoms of illness and must be symptom-free without medication for 48 hours before returning.
- All movement around and within the building/school grounds will happen while keeping and maintaining social distancing, a minimum of 6 feet.
- Students are to be on campus only for the duration of the scheduled school day, support time, or cohort.
- Students may not enter school grounds before their arrival time.
- Students will be allowed on school grounds at the assigned staggered start time.
- Students must enter the school without parents at their assigned entrance door/gate.
- Students must sanitize their hands when entering school.
- Students in grades 3 through 12 are required to wear masks upon entering school grounds and while navigating to and from their classroom and other school sites such as the office or library.
- Students in preschool to 2nd grade will be encouraged to wear a mask.
- Masks will be available for those students who arrive at school without a face covering.
- Students must adhere to social distancing guidelines when entering and exiting the building.
- Sidewalks will be marked to direct traffic and to direct students.
- Students will be asked to bring only a minimal amount of supplies needed and will not be allowed to share any items from home or provided by the school.
- Students will be asked to sanitize their hands before entering the classroom.
- It is required for students and parents to adhere to set drop off and pick up schedules as much as possible to avoid crowding.
- Students must enter using their assigned entrance.
● When students arrive after school has started, they will need to check-in with the front office to ensure all protocols have been met before going to class.
● Students who arrive late must enter using the main entrance and sign in at the office as usual. School personnel will be at the gates for ten minutes after the bell rings to monitor the entrance of students arriving late.
● If a child who is late needs guidance, the school office can be called, and arrangements will be made to pick the child up at the front door/gate.
● Students will be taken to the dismissal point by teachers. When parents are there to pick up their child, the student will be released by the teachers.
● Parents will be required to stand in a single file line and request their child in the designated areas.
● Temperature checks will be conducted as students enter the campus. Staff will do temperature checks for students in Preschool to 2nd grade. For Grades 3rd to 12, non-contact thermometers will be in place on tripods at each entrance with a staff monitoring students. The district has placed orders for freestanding temperature Screening Kiosks that will be placed at each entrance of the schools and will be put in place and installed upon arrival.

Expectations for parents:

● Parents must arrive at the assigned arrival and dismissal time – it is very important to keep to these times to enforce social distancing guidelines.
● Parents must drop off their children outside of the school or in the designated areas.
● Parents must allow their children to make the last part of the journey into school independently to avoid crowding.
● School staff will be available to escort students who are having a difficult time entering campus independently.
● Parents will be asked to do passive health screenings in which they will screen students before leaving for school to ensure students symptom-free.
● Parents will be expected to keep students home when they show symptoms consistent with COVID-19 or if they’ve had close contact with a person diagnosed with COVID-19.
● Parents will be required to keep students home after testing positive for COVID-19 until they have met CDC criteria to discontinue home isolation.

Staff:

● Staff may enter through various entrances and will be encouraged to avoid heavy traffic areas.
All staff must use face coverings in accordance with CDPH guidelines, and Cal/OSHA standards require respiratory protection.

A face shield can be used in limited situations when a face covering cannot be worn for pedagogical or developmental reasons.

Staff must sanitize hands when entering the building and throughout the day.

Staff will adhere to social distancing guidelines when arriving, during, and when leaving school.

At LES/LMS, Staff will take their classes to the dismissal areas and wait for school staff to call(walky-talky) them up to the fence.

In the upper grades, staff will ensure that students are greeted at the door and, when exiting the class, ensure that students leave following social distancing guidelines and follow the traffic patterns.

Class Size Guidelines

Depending on the reopening phase, class sizes will vary but will always follow health department social distancing guidelines. During phase two of the reopening plan, students will be placed into two cohorts, district-wide. This model includes having F2F, synchronous instruction, with roughly 50 percent of students attending daily. This model would allow the control of COVID-19 exposure between students and staff. Cohort A students would come to school for F2F instruction Tuesdays and Thursdays, while Cohort B students would come to school on Wednesdays and Fridays. Mondays are designated to provide F2F instruction to support our high needs populations, and students considered highly at risk and those needing additional academic and social-emotional support. Asynchronous instruction will be taking place daily by way of independent practice and/or extended application. All safety guidelines and procedures will be followed.

Teachers will be responsible for monitoring social distancing during class times. Class size will be dependent on the number of desks that can be arranged in a single classroom. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart. The goal when creating groups of children is to develop well-functioning classes. Approximately 30 staff (teachers and others) will be at the elementary school campus in addition to the student; 12 at the middle school; 4 at the preschool, and 20 at the high school.

Class groups will be created with the following guidelines in mind:

- Space will be created to allow for social distancing.
- Preschool, 1 to 10 student/teacher ratio plus one aide.
- Transitional Kindergarten to 8th grade, class sizes would be no more than 14 per cohort.
- Groups of children will be created by grade level.
• Intensive learning support students will be clustered in the same group by grade.
• Students will be in the class with the learning support teacher and will receive added time and support on Monday’s (distance learning model).
• Moderate and mild levels of learning support are to be balanced throughout the groups.
• Clear plastic desk screens will be available for use in all classrooms and common areas.

Parents will be notified by mail of cohort placement and provided with details of daily bell and class schedules. Classroom rosters will be made available for parents to view outside school gates. This information will also be available via social media, district website, teacher’s google classroom, and district mass communication system.

**Entering and Exiting the Classroom**

**Beginning of the day:**

• Students will enter school at their assigned entrance, one at a time, six feet apart, and will be asked to remain six feet apart throughout the school day.
• Children will bring all their belongings with them to the classroom.
• Before removing any clothing or items from their bags, children must sanitize their hands thoroughly for 40 seconds. Please review the Handwashing Lesson.
• Once their hands are washed/sanitized, they enter the classroom placing their coats on the back of their chair and their backpacks under their chairs or other procedures.
• Students are to take their supplies and wait for instruction from their teacher.
• Students will not be allowed to leave their seats during class time unless directed by their teacher.

**During the day:**

• Students must wash their hands before they enter the classroom; this is at the beginning of the day, after recess, after PE, after using the toilet, or any other time they enter the room.
• Students must wash their hands when they exit the classroom; this is at the end of the day, before and after going to recess, before going to PE, after going to the toilet, or any other time they leave the room.

**End of the day:**

• Students put on their coats and place their backpacks on their back/shoulder.
• Students must wash their hands or use sanitizer before lining up to be taken out to the bus stop.
• Students will be required to wear their masks as they exit their classrooms and throughout the day when in transitions.
Students practice social distancing by walking on the marked sidewalk when not in the classroom setting.

Classes will be dismissed according to grade level to minimize traffic congestion and improve social distancing.

Handling Materials, Equipment, and Technology

Classrooms and the use of materials:

Teachers will help maintain the sanitizing of the classroom and materials – expectations will be provided, Pablo. Sanitizing and disinfecting solutions will be provided to teachers to use as needed during class time; teachers will need to complete online training sessions provided by Keenan safe schools. Also, hands-on training will be provided on how to use the disinfectant and sanitizer.

- All toys must be washed twice daily. If they cannot be washed, they must be packed away.
- All school materials stay at school; no home materials are brought to school except for a pencil case, which then stays at school.
- Students bring their pencil cases from home.
- Children cannot bring personal toys to school.

Toys and manipulatives for lower grades:

- 4 boxes available each day
- 2 for morning sessions and 2 for afternoon sessions
- All toys and manipulatives to be washed after school
- Soft toys and pillows/cushions/blankets removed

Technology (Chromebooks, iPads, Headphones, Keyboards, Mouse):

- Students are not allowed to share devices.
- Students will be assigned the same device and headphones year-round.
- Students or teachers must clean devices daily with disinfecting wipes.
- Chargers, cart doors, and frequently touched surfaces must be wiped down.

Other materials:

- Whiteboards and markers must be wiped down after use.
- Class pencils/pens wiped down after use. It is recommended to use one tool all the time.
- Scissors/glue sticks/rulers must be wiped down after use.
- No playdough/plasticize/clay can be shared.
- Manipulatives or other learning aids must be washed/sanitized daily if used.
• Gallon size ziplock bags or individual containers will be required so students can have all individual classroom materials together for individual use, eg., crayons, pencils, scissors, etc.

Classroom libraries:
• Pre-K to Kindergarten: a small selection of books will be available daily. Once a child has read the book, it is packed away and cleaned by the librarian at the end of the day.
• Grades 1 to 5: students have their reading book/s, which they keep with their other belongings. If it is finished, it must be cleaned and put away before going back on the shelf and making them available to other students.
• Teachers have a box of books relevant for the day which they use, clean, and pack away.
• Students will not be allowed to share books.
• School libraries will be sanitized by the school librarian daily. This includes but is not limited to highly touched surfaces.

Health and Safety Guidelines
Students who show any signs of illness may not attend school; see/add CDE guidelines: If a student is exhibiting symptoms of COVID-19, the staff should communicate with the 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. Students/Staff will be monitored throughout the day for signs of illness and will be sent home if their body temperature is 100.4 degrees or higher, has a cough or other COVID-19 symptoms. Students will not be penalized for missing class.

The following will be strictly followed:
• Please do NOT send your child to school if he or she is showing any symptoms of illness which could be passed onto another child or adult.
• If any member of the household has symptoms of Covid-19, do NOT send your child to school per the CDE guidelines.
• Students will be allowed to make up any missed assignments when they are absent due to COVID 19.
• Students who show signs of illness or have a temperature of 100.4o F or higher will be sent home from school.
• A member of the administration, nurse, or teacher will phone a parent to arrange immediate pick up of the sick child. If a parent cannot be reached, the child will be placed in a designated isolation area until arrangements can be made for the child to go home.
Daily symptom and/or temperature screening of students and staff will be conducted upon entering the facility, in accordance with state and local public health authorities. The person conducting the screening will stay at least six feet away at all times while (a) asking the employee/student to confirm the temperature is less than 100.4°F and that the individual is not coughing or experiencing shortness of breath; flushed cheeks, or fatigue and looks visibly healthy.

COVID-19 Testing

COVID-19 rapid testing will be available for all LUSD staff. Individuals will be placed on a testing rotation for COVID-19 testing. Staff members will be asked to schedule appointments during school business hours. Testing locations are available throughout the area so staff can have the freedom to select the test location most convenient to them. Due to its proximity to the district and efficiency, the local location will be recommended to provide test results within a reasonable time. The Human Resource Director will inform staff when it is their turn to test. Staff will have three days from the time of notification to schedule their appointment. Once the test results are available, they must provide the district with a copy of the results. Staff will be required to participate in COVID-19 testing once a month. The school will recommend a rapid testing location as needed for parents and students. LUSD administration and staff will refer to the Fresno County Department of Public Health Return to School Scenarios handbook for guidance when addressing COVID-19 related issues.

Face Coverings

Guidance Regardless of Phase:

The following shall be the protocol for wearing a face-covering while in a LUSD facility as a measure to mitigate the spread of COVID-19. Face coverings must be worn in all LUSD facilities when the social distance of a minimum of six feet cannot be maintained. Employees may remove face coverings when alone in their own offices, assigned work areas, or cubicles. Face coverings must be readily accessible and worn at all times and events. Any person that enters school sites and is working within six feet of another person and when walking around the facilities will be required to wear face coverings.

Acceptable cloth face-covering options include, but are not limited to:

- Face coverings
- Neck gaiter
- Homemade face covering
• Face shield (consider a shield with a cloth drape on the bottom)

All face coverings must follow school dress code guidelines and not be a distraction to the learning environment. Site principals will make the final determination regarding the appropriateness of face coverings.

Health and Prevention

Health and prevention information will be available on our school website and social media platforms to encourage parents to review healthy hygiene practices with their children.

School nurse:

• The school nurse will work closely with the parent and staff in evaluating a student for potential illness or exposure to COVID-19.
• Teachers may contact the school nurse prior to sending the student to the office if they are uncertain or need guidance about student care.
• If students or staff arrive at the office, those potentially feeling ill with COVID-19 symptoms will be immediately relocated to an isolation area so as not to “contaminate” general health office space.
• Monitor individuals who have been placed in isolation.
• The school nurse will work closely with administration, custodial, and transportation staff to establish district-specific standards of practices, to help control and prevent the spread of COVID-19 in the district.
• All contact tracing for students and staff will be handled by the school nurse.
• The school nurse will work closely with the district’s community liaison to communicate with parents when their student has been exposed to COVID-19.
• The school nurse will coordinate and monitor all staff COVID testing and regulations that are in compliance with CDE and CDPH regulations.
• Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19.
• Maintaining confidentiality, as required under FERPA and state law related to the privacy of educational records.

Social Distancing:

• Six feet markers will be placed throughout the school grounds.
• Desks will be arranged to allow for social distancing in every classroom.
• In the cafeteria, social distancing markers will be placed to inform students where it’s safe to sit.
• Students will be required to walk along with the markers throughout the school day both in the class and when transitioning to/from recess and PE, etc.
• Sidewalks will be marked with arrows that will direct traffic ways throughout the school district.
• Social distancing will be required throughout the district in every department and situation.
• Clear plastic countertop shields will be in place as needed throughout district offices.

Cleaning/Sanitation:
• Hand sanitizer will be placed inside each building entry door.
• Door handles, light switches, countertops, and frequently touched areas will be sanitized continuously throughout the day by the maintenance staff.
• Toilets and sinks will be sanitized on a continuous basis throughout the day by the maintenance staff.
• Office space counters and highly touched surfaces will be sanitized throughout the day.
• All highly touched surfaces will be disinfected throughout the day district-wide.

Classrooms and the use of materials:
• Teachers will continuously sanitize and disinfect commonly used areas and their classrooms throughout the day.
• All toys must be washed daily. If they cannot be washed, they must be packed away. Personal belongings, such as toys, must stay at home.
• Chromebooks, mice, earbuds, and other devices are not to be shared and must be wiped before and after use.
• The maintenance department will do deep sanitation and disinfect all areas nightly.

Social Distancing - Staff

Working and collaborating will look and feel different. It certainly will take getting used to. In addition to following the guidelines for moving around the building, please observe the following:
• Various entrances will be available to enter and exit the school grounds: main entrance, middle school entrance, and south gate entrance.
• Staff must wipe down their computer, iPad, mouse, etc. several times a day.
• Use technology as much as possible to interact with students who are learning from home.
• Integrate technology in daily lessons so that it minimizes the amount of additional contact that may arise when copying or transferring paper items between students and staff.
• Teachers will incorporate class procedures and processes that infuse technology into the daily environment, thus reducing unnecessary risk in class processes and procedural routines.
• When working in the same room, adhere to the social distance guidelines, spread out in meeting rooms, and wash hands before entering the room and after leaving the room.
• Social distancing will be required when using the staff lounge.
• Be an example to others and use the marked walkways that follow social distancing guidelines.

Distance Learning Plan
In case of a shutdown, LUSD will follow the distance learning model. Students will learn from home. Students and those considered at risk will be required to have F2F progress monitoring with their teachers once a week. The classroom teacher will coordinate with the site administration to develop a plan that best fits the needs of each student. If this option is executed, please note the following:

• Students will be required to report for structured online learning between 8 AM and 12 PM three days a week. The schedule will be provided at the beginning of the implementation.
• Teachers will be required to take attendance daily.
• After each online learning session, teachers will take their lunch and proceed with progress monitoring until the end of their workday.
• Teachers will be reporting to their worksites/classrooms daily and will have minimal contact with other staff.
• Two days a week, teachers and staff will conduct progress monitoring and will provide F2F support for students considered highly at risk and unduplicated students.
• Monday’s will continue to be used for PD and PLC/Collaboration but will be reduced every other Monday to allow for F2F progress monitoring and to provide above and beyond support.
• Participation is mandatory, and students will be held accountable for all work assigned.
• Grades will reflect students' progress and will be reported after every four-week progress report period and quarter.

Alternative School
Upon approval, Laton Online Academy will be available for those students whose parents don’t feel safe sending them to school during the pandemic. Instruction is mainly online. However, students will be required to spend an hour weekly with their designated teacher to participate in F2F meetings. When this option is available, a notice will go out district-wide.
Technology for Distance Learning

Technology is essential for distance learning. It is the district’s best interest to make sure our students, teachers, and staff have the technology they need to be able to continue educating.

For students:

- All students will be provided their own district account *@latonunified.org with access to applications provided by Google for Education (G Suite).
- All students will be able to check out a take-home Chromebook and charger.
- All students will be provided with a pair of headphones to use with their devices.
- For the students who do not have reliable internet at home, they can check out a T-Mobile hotspot from the IT department to use with distance learning.
- If a student forgets their device, the teacher will have extras in the classroom to use for the day. However, the loaner device must be disinfected after being used.
- The IT department will filter and monitor student content in compliance with the Children's Internet Protection Act (CIPA).

For teachers:

- Teachers will have access to a Windows desktop computer connected to a Promethean board (smart interactive panel) as their main set up for teaching. Also, an HD webcam will be available to use for video conferencing with students.
- In addition, each teacher will have access to a 14” Chromebook to use as a supplemental device for providing instruction and attending meetings.
- On-campus, teachers, will have access to high-speed gigabit internet to ensure no bandwidth issues as they provide live instruction.
- Teachers can utilize GoGuardian Teacher as a digital classroom management tool. To eliminate distractions, connect with students, and keep them on track.
- Clear plastic desk screens will be available for teachers to use when social distancing is not practical.

Hygiene and disinfecting procedures

- Continuously clean and disinfect table tops, door handles, and other surfaces that are frequently touched by using one of the two types of disinfectants for the use of SARS-CoV-2 and follow product instructions. Spray bottles and or disinfecting wipes will be available in all classrooms and all common areas of the school. The maintenance crew will be available at each site to provide support and as an extra layer of precaution.
Cleaning and disinfecting will take priority over work orders and daily maintenance routines.

- Maintenance will provide sanitation and disinfecting products (Q128 quat disinfectant and Gen-eon sanitation solution).
- Maintenance will do a deep disinfecting every evening with the mist disinfection system.
- The preschool site will be included in the disinfection schedule.
- Training will be provided to all staff on proper disinfecting procedures.
- Portable handwashing stations will be placed at various locations to provide additional access to hand washing. Adding portable hand washing stations will eliminate overcrowding at the restrooms.
- Students/Teachers/Staff will disinfect their work areas before and after each use.

Meal Time:

- Meals will be delivered by cafeteria staff to the classroom.
- The district will continue to provide meal delivery for students quarantined or in a home-based cohort.
- Each classroom will be equipped with sanitation products daily.
- Tabletops will be disinfected before and after meals.
- Throughout the reopening phases, students will eat lunch in the cafeteria and designated patio areas, in order to maintain a physical distance according to recommended social distancing guidelines.
- Students will eat meals outdoors whenever possible (the patio area will be used first).
- When students are assigned to eat in the cafeteria, as they enter, they must maintain social distancing guidelines.
- Students must sit in designated areas to allow for social distancing. Markers will be placed on designated areas to guide students.
- As students are released, they will be monitored and required to follow traffic patterns that allow for social distancing.
- Trash containers will be made available after every meal service and be collected shortly after by the maintenance staff.

**LUSD Staff Health and Safety Precautionary Measures**

1. Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day.
2. Practice social distancing, sit and/or stand at least six feet from other people.
3. Do not shake hands or hug people, and do not share food or drinks.
4. Avoid touching eyes, nose, and mouth with unwashed hands.
5. Sanitize your work area before leaving each day.
6. Practice good respiratory etiquette (cover cough and sneezes with a tissue or into the sleeve)
7. Contact the immediate supervisor and the district office if the employee starts to feel feverish or have respiratory symptoms.

Lunch and Snack Procedures

Hybrid 50/50
High School Meal Service

- We are utilizing the concept that cohort groups of students will be coming to school on Tuesday-Thursday and Wednesday-Friday groups.
- For the 2021 school year, breakfast and lunch will be available to all students.
- All meals will be served in/on disposable, one-time-use containers, or bagged for to-go meals. (Like our curbside meal packs).
- The high school snack cart in the cafeteria will not be utilized at the beginning of the school. Once it is deemed safe to sell from the vending cart, we will open it during lunch meal service.
- Plexiglas sneeze guards will need to be installed at the high school to ensure there is a barrier between the students and cafeteria staff.
- Distancing decals for meals service and seating will be utilized so students will have visual reminders for standing in line and eating in the cafeteria.
- Line stations will be utilized at the high school cafeteria to keep separation from the students in line to get a meal and seating area.
- Multiply hands-free hand sanitizer dispensers should be located at all cafeteria entrances at both sites. Dispensers will be checked daily. Students will be required to sanitize their hands when entering the cafeteria.
- Cafeteria personnel will sanitize between feeding sessions. This will include sanitizing tables, seats, doors, serving line equipment, and any other equipment or tables that may come in contact with our students and staff.
- At the high school, 2-day meal packs will be available on Thursday and Friday in the cafeteria at the end of the day. This may require the assistance of staff other than the Cafeteria due to schedules. Student support may also be an option for distributing meals.

Elementary School Food Service

- We are utilizing the concept that cohort groups of students will be coming to school on Tuesday-Thursday and Wednesday-Friday groups.
For the 2021 school year, breakfast and lunch will be available to all students.

All meals will be served in/on disposable, one-time-use containers, or bagged for to-go meals. (Like our curbside meal packs).

Breakfast in the classroom is the option for the elementary school and will utilize the equipment for distributing the 2-day meal packs.

Plexiglass sneeze guards will need to be installed at the elementary school to ensure there is a barrier between the students and cafeteria staff at the POS and possibly the serving line.

Distancing decals for meals service and seating will be utilized so students will have visual reminders for standing in line and eating in the cafeteria.

Multiple hands-free hand sanitizer dispensers should be located at all cafeteria entrances. Dispensers will be checked daily. Students will be required to sanitize their hands when entering the cafeteria.

Cafeteria personnel will sanitize between feeding sessions. This will include sanitizing tables, seats, doors, serving line equipment, and any other equipment or tables that may come in contact with our students and staff.

We are going to make two 2-day meal packs send home with students at the end of each week.

At the elementary school, 2-day meal packs will need to be distributed at the end of the day on Thursday and Friday.

Traditional School Plan for Serving Meals

High School Meal Service

- All meals will be served in/on disposable, one-time-use containers, or bagged for to-go meals. (Like our curbside meal packs).
- Lunch service may be staggered to reduce the number of students coming into lunch at one time.
- The high school snack cart in the cafeteria will not be utilized at the beginning of the school. Once it is deemed safe to sell from the vending cart, we will open it during lunch meal service.
- Plexiglass sneeze guards will need to be installed at the high school to ensure there is a barrier between the students and cafeteria staff.
- Distancing decals for meals service and seating will be utilized so students will have visual reminders for standing in line and eating in the cafeteria.
- Multiple hands-free hand sanitizer dispensers should be located at all cafeteria entrances at both sites. Dispensers will be checked daily. Students will be required to sanitize their hands when entering the cafeteria.
- Cafeteria personnel will sanitize between feeding sessions. This will include sanitizing tables, seats, doors, serving line equipment, and any other equipment or tables that may come in contact with our students and staff.

**Elementary School Food Service**

- All meals will be served in/on disposable, one-time-use containers, or bagged for to-go meals. (Like our curbside meal packs).
- Breakfast in the classroom is the option for the elementary school. Minimal equipment may be needed for meals to be distributed to classrooms.
- Plexiglass sneeze guards will need to be installed at the elementary school to ensure there is a barrier between the students and cafeteria staff at the point of sale or check-in and possibly the elementary serving line.
- Distancing decals for meals service and seating will be utilized so students will have visual reminders for standing in line and eating in the cafeteria.
- Multiple hands-free hand sanitizer dispensers will be located at all cafeteria entrances. Dispensers will be checked daily. Students will be required to sanitize their hands when entering the cafeteria.
- Cafeteria personnel will sanitize between feeding sessions. This will include sanitizing tables, seats, doors, serving line equipment, and any other equipment or tables that may come in contact with our students and staff.

Preschool Meals:
Preschool students will walk over for breakfast and lunch. Preschool staff will ensure social distancing and disinfecting guidelines take place during meal times. The following will take place before and after:

- Students and staff will wash hands before arriving at the cafeteria and upon returning to the classroom or immediately upon entering the preschool classroom.
- Students will be encouraged to wear a face-covering when walking to the cafeteria.

**Digital Instruction Meal Plan**

To prevent COVID 19 transmission/exposure, meal service days will continuously take place two days a week (M & W), providing a 2-day and 3-day meal pack. Meals will be available from 11:00am - 12:30pm. To reach as many students as possible, meals will be provided at both the high school and elementary school, as well as a bus to transport meals to students too far from the schools to obtain them. Those meals will be available from 11 am-11:30 am at TBA location. Meals will follow the National School Lunch Program (NSLP) and School Breakfast Program (SBP) guidelines and will only be available to students enrolled in Laton Unified School District. Parents will be able to pick up meal packs from either site but will need to provide the students’
names. To prevent cafeteria employees from cross-infection, cafeteria staff will work from their individual sites and serve meals from those sites. Should a cafeteria employee become exposed with COVID-19, then that site will close, and all meals will be served from the existing open site(s) until it is deemed safe for the closed site to re-open.

**Staff Meal and Break Times**

Staff is encouraged to eat their meals in their classroom or outdoors at a safe social distance; breakroom seating capacity is limited. Facial coverings may be removed while eating. Shared items will be taken out of service; these items include, but are not limited to, condiments, seasonings, and toasters. Coffee stations, water dispensers, microwaves, and refrigerators may be available for staff use. Staff is strongly encouraged to use proper sanitizing procedures before and after using any shared appliance. Signage promoting proper hygiene and food safety practices, as well as social distancing, will be placed in break rooms and common areas.

**Movement and Traffic Patterns**

All movement of students around and within the buildings will be supervised by an adult and adhere to the expected six feet of distance. When students are moving around school buildings, they need to be taught the following expectations. These expectations must then be reinforced consistently by all teachers.

Expectations:

- Everyone washes/sanitizes hands before moving to another section of the school.
- Everyone wears face coverings when moving to another section of the school.
- Follow marked traffic patterns when moving through and around the hallways.
- At all times, students must keep their hands and bodies to themselves.
- Children must wash their hands after using the bathroom.
- Students must sanitize their hands when returning to class after using the bathroom or leaving the classroom.

Outdoor play/Activities:

A revised recess schedule has been created to provide increased outdoor playtime for all students and limit the number of students on the playground at one time.

- Students will be required to wear face coverings in every situation where social distancing is not possible.
- For their safety, students are expected to follow the school rules and cooperate when instructed and directed.
● Students are expected to adhere to all new procedures so the school can follow the guidelines for health and safety.
● Students must stay with their designated group during playtime.
● For their safety, students who struggle to meet the new expectations will sit out during recess and lunchtime break.
● Students must maintain social distance when playing and using playground equipment.
● Students will be able to play on the playground equipment during their designated break time.
● Football or any ball play is not permitted during this time.
● Students will not have access to playground toys.
● Playground equipment is sanitized before and after each group rotation.

Physical Activity
Teachers will provide structured play/instruction for students during the indicated times. Class sizes will be limited to assure student safety and abide by social distancing guidelines. Parent notification will be provided before the beginning of school.

Staff Illness
● You are considered sick when there are symptoms of illness, even with mild symptoms of illness. This means that in case of signs of illness, staff will be asked to stay home.
● Staff who show signs of illness or have a temperature 100.4o F or higher should not come to school or, if already at school, go home immediately.
● Staff can return to school 48 hours after he/she is no longer showing ANY symptoms of illness. This means that if a staff member displays any symptoms, they will be required to stay home until they are well.
● If a staff member who has been at school is confirmed (or suspected) to be infected with COVID-19, they are required to inform the school so the school can inform those with whom he/she has been in close contact.
● If a staff member tests positive for COVID-19, they will be required to follow CDE guidelines and isolate themselves as much as possible in the home.
● Any staff member who has tested positive for COVID 19 will be required to stay home until they test negative and are no longer infectious.
● Daily health screening will be required before reporting to work. Screening guidelines will be provided by LUSD HR.
**Family Member Illness**

When you suspect someone in your house has COVID-19, stay at home out of caution. Do your best to isolate yourself from the ill person. Contact your doctor and ask to have the ill person tested as you are a key worker and need to return to work. If it is confirmed that it is not COVID-19, you may return to work.

If a family member self-isolates after a confirmed case of COVID-19, and the employee has no symptoms, then the employee should return to work, unless the employee has been in close contact with the individual or if they live in the same household. The last action carried out before leaving their house should be washing his/her hands.

- All staff will be required to do daily health screening before leaving their homes.
- Staff will report to the administration if a member of their household or anyone they have been in close contact with has tested positive for COVID-19.

**Students Discipline Concerns**

Due to the nature of emergency learning during this pandemic, the school’s capacity to manage particular behaviors will be limited. As such, students must follow school rules with a greater degree of independence. Unfortunately, students who cannot meet the new expectations will not be permitted to stay on campus. Teachers and staff will monitor the emotional well-being of students in the new learning environment. Parents are also asked to share any concerns with their child’s class teacher and school administration.

The following situations and issues will be addressed:

- Reluctant students who present a challenge and take the focus away from the class instruction and supervision and present a concern
- Social / emotional concerns, including new concerns because of the new structure, school format, environment, friendships, etc.
- Students’ ongoing behavior disciplinary issues that interfere with learning.
- General academic concerns
- Students arriving late frequently, interrupting the health check practices in place
- Child health protection issues and hygiene

**Reluctant students:** Teachers and staff will make reasonable efforts to encourage students to enter and stay in school. Students who are not able to cooperate will be sent home.

**Social/emotional issues:** Teachers will report students of concern to the school counselor. The site counselor will be working with classes to support students.
Behavior/ disciplinary issues- There is an enhanced expectation for students to follow school rules, classroom structures/processes, and cooperate when instructed and directed. Students are also expected to adhere to the new hygiene and social distancing so the school can follow the guidelines for health and safety. Students who can’t meet the new expectations will not be permitted to participate in face to face instruction. Students will be removed from the classroom and will be counseled accordingly. The school administration will contact parents to discuss the next steps.

General academic concerns-SST meetings will take place on a case by case status. Meetings will be kept to a minimum number of participants, and all health and safety guidelines will be followed.

Late and absent students- Regular recording of attendance and tardies will continue. Parents will be contacted immediately if attendance is a concern, and immediate action will follow.

Child Protection issues- The same child protection procedures are in place. Teachers should inform the counselor, administrator, or child protective services immediately if a child is in immediate danger.

Academic Instruction

These are unforeseen times in education, and all must adjust to a new learning environment. Our goal at LUSD is to provide students with the familiarity of the traditional school routines in social/emotional/academic learning through a digital learning experience. The routines developed in our digital learning are those often found with in-person, F2F school environments. Daily lessons will be designed to provide practice for consolidating skills and focus on some new learning, where possible. We understand that students have been through a lot these past couple of months and will need to adjust. Teachers will use teaching materials, strategies, and teaching styles that are familiar to them. The academic work for students will be accessible and will require the daily use of technology.

Progress Monitoring:
Learning will be measured by diagnostic, common formative, and summative assessments, as well as through daily progress monitoring by checking for understanding. Formal progress monitoring will include four-week progress reporting, quarterly progress reports, and semester report cards.

Assessments:
As part of our commitment to student growth and the closing of the achievement gap, Laton unified will utilize "Diagnostic Assessments" in order to identify and measure the achievement
gap in learning as a result of our school closer. This will allow for the development of specific intervention plans tailored to the needs of students. Diagnostic Assessments used will include both Reading and Math Inventories that accurately identify the level of each student. Teachers will use these assessments to guide instruction and develop a plan for student growth. During Phase 1 and 2, teachers will incorporate the use of “Edgenuity” as a verifier to the online curriculum created. This will ensure continuity of the curriculum and our adherence to State standards.

**Homework/Extension Activities:**

Homework assignments and extension activities play a vital role in learning. Students will be required to stay academically engaged during the academic school day, whether that is in a digital environment or with in-person instruction.

**Schedule:**

Regardless of the reopening phase, the students’ schedules are designed to create a consistent environment for students, allow opportunity and access to a rigorous curriculum, and provide safety through limiting the movement and size of groups of staff and students throughout the school. Each phase will offer a schedule that mandates daily instruction that involves the active participation of both teacher and student. Students are required to attend online, in the same fashion that they would through attending a traditional school environment. With each phase, LUSD schools will communicate the specific schedule that students and parents will need to follow. In order to enhance awareness, all parents will attend an orientation that specifically addresses the collaborative requirements of each reopening phase.

**After School Program**

The LUSD Afterschool Program is available and ready to support the after school needs of our students and community. The program will provide services. However, enrollment will be impacted by the guidelines the district must follow due to Covid-19 regulations. LUSD Afterschool program will provide the following:

- All Afterschool staff has been trained in Zoom and is ready to provide distance learning support.
- Afterschool has Zoom accounts secured through County and will use them to provide services to Afterschool students.
- To allow for classroom sanitization, Afterschool must end at 4:30 pm.
- Afterschool staff will be on-site to support regular day staff as needed upon availability.
- Afterschool will consist of a 30-minute snack and 1 hour of homework help.
- Enrollment is to be determined by the greatest need and not on a first-come basis.
• Registration priority will be given to high risk, unduplicated students.

Services may change due to FCSS and CDC guidelines.

Early Release Monday Schedule

Distance Learning Model: Monday’s will be designated to provide support for unduplicated students and extended social-emotional support for our most at-risk population. The intervention will take place in the morning from 8 to noon. Once teachers and staff take lunch, the rest of the day will be designated for collaboration, PLC, and professional development.

Traditional School Model: Mondays will be designated for collaboration, PLC, and professional development training as needed.

50/50 Hybrid Model: Mondays will be designated for F2F student intervention, enrichment, progress monitoring, PD, and PLC/collaboration between grade levels and academic coaching.

Physical Education/Athletics and Outdoor Activity

In accordance with CDC and CDPH guidance, during instruction, desks will be arranged to keep with social distancing guidelines, 6 feet apart. During structured physical activity, students will be arranged in a way that minimizes face-to-face contact. When appropriate, campus spaces will be used for physical education activities and instruction. Activities will be developed that allow for smaller groups and limit interaction among students. Locker rooms will be sanitized thoroughly after every activity and use. Athletic facilities will be sanitized daily and possibly after each physical education class or activity.

Playgrounds/Outside Spaces/Athletics:

• Increase supervision to ensure physical distancing.
• Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
• Determine maximum capacity in PE classrooms/GYM for students to maintain social distancing guidelines of 6ft.

Physical Activity and Athletic Equipment:

• Students will not be allowed no shared athletic towels, clothing, or shoes.
• Students must wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
• Hand sanitizer will be plentiful at all contests and practices.
• Athletic equipment such as bats, batting helmets, and catchers gear will be cleaned between each use.
• Other equipment, such as football helmets/other pads/ gloves/eyewear should be worn by only one individual and not shared.

Hydration:
All students shall bring their own water bottles. Water bottles must not be shared. Hydration stations may be available and be cleaned after every practice/contest. Deep sanitation will take place every night.

Athletic Facilities Cleaning:
• Cleaning schedules will be created and implemented for all athletic facilities to mitigate any communicable diseases.
• Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic room tables, etc.).
• Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
• Hand sanitizer will be provided and available throughout to individuals as they transfer from place to place.
• Weight equipment must be wiped down thoroughly before and after an individual’s use of equipment.
• Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
• Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
• Students must be encouraged to shower and wash their workout clothing immediately upon returning home.

All CIF Return to Physical Activity/Training Guidelines will be followed during every phase of the LUSD reopening plan.

Athletics Practice and Competition:

CIF Central Section has put out the guidelines for sports practice. Responsibility is given to each district to ensure they are compliant with state and local rules regarding COVID 19 and the guidelines provided serve as guidelines only. State and local rules become the ultimate
authority. While we continue to wait for the CIF Central Section Seasons of Sports to begin, we work with coaches to ensure they are reaching out to their athletes and will be ready to go as soon as their season begins.

Statewide athletic changes for the 2020-2021 School Year include:

CIF Bylaws 600-605 CIF Executive Director Ron Nocetti has made the decision to enact CIF Bylaw 1108.A, which states, “In emergency situations, the State CIF President or Executive Director or his/her authorized designee may act for the Federated Council in the best interests of the organization. The action will be reviewed by the Executive Committee.” Therefore, a decision has been made that CIF Bylaws 600-605 will be suspended for the 2020-2021 school year. The thought behind this decision was it would not be a realistic expectation, with the major adjustments of our sports seasons, that we would still prohibit students from participating in contests for outside teams during the high school season of sport.

The Summer (practice) Period has been extended, and the decision has been made that Summertime Rules will be extended from when the school year began in August through December and the beginning of Fall sports. As school opens and students return, provided state and local health authorities deem it safe to do so, schools can begin their preseason preparations as they see fit, depending on what is allowed by health authorities during that time period. The easiest way to think of this is that any activity that previously was allowed during the summer will now be allowed during August – November.

CIF Central Section has created two seasons (instead of 3 shortened seasons). After much consideration, the decision was made to change from the traditional three-season format to a two-season format. It became clear that trying to condense three seasons into six months did not provide as many opportunities as the two-season model. The overlap between the seasons in a three-season model would have been very challenging for three-sport athletes while also dramatically shortening the seasons for those students that only play one or two sports.

PSA provided by CIF:
The California Interscholastic Federation (CIF) has determined, in collaboration with our 10 Sections, that education-based athletics for the 2020-2021 school year will begin with a modified season of sport schedule (see below for 2020-21 sports calendar). Our calendar reflects the season for each CIF sport and the last date for Section Championships and Regional/State Championships in those sports where a Regional/State Championship is currently offered. Following this announcement, each CIF Section Office will release their own
calendar to reflect regular season starting and ending dates and Section playoffs. It is anticipated that most Section start dates will commence in December 2020 or January 2021.

We are continuously monitoring the directives and guidelines released from the Governor’s Office, the California Department of Education, the California Department of Public Health, and local county health departments and agencies as these directives and guidelines are followed by our member schools/school districts with student health and safety at the forefront. As these guidelines change, CIF Sections may allow for athletic activity to potentially resume under the summer period rules of the local Section. Also, given this calendar change, the CIF has temporarily suspended Bylaws 600-605 (Outside Competition) in all sports for the 2020-21 school year.

Please see the 2020-21 CIF Sports Calendar below: