



WOODLAND STAR CHARTER SCHOOL

Waldorf-Inspired Public Education, Serving Grades TK-8.

Reopening Plan

ACKNOWLEDGMENTS

Together with our stakeholders, Woodland Star Charter School has created a *Reopening Plan* with the intent to provide our students with an equitable, accessible, and engaging educational experience to prevent further learning loss and make meaningful connections in the uncertainty that is ahead of us. Returning to school will be a daunting task for all of us but we will meet this challenge with strength and commitment to serve our students and subsequently the community at large.

**We would like to also acknowledge Credo High School and Sebastopol Charter School for sharing their reopening plans with us.*

Please note: This is a working document and is updated regularly.

This plan is being developed by the Reopening Planning Group which consists of Administration, Office Staff, one Parent/Community member with priority given to those with a medical background, one Faculty Member and one Charter Council Member (or board-designee).

Staying safe is a team effort and we need everyone's assistance with adhering to safety guidelines. Any student, family or staff member with concerns about safety protocols and/or violations should email covidsafety@woodlandstarschool.org. This account will be constantly monitored and issues routed to the appropriate supervisor to be addressed. Students, families, and staff who report issues may do so without the fear of reprisal. To the best of our ability, these concerns will be kept confidential.

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GLOSSARY OF TERMS

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

Group (or Cohort): an academic group (or cohort) consists of a small, static group of students working together in the same class, progressing through the same academic curriculum

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

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

ELD: English Language Development

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

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

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

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

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

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

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

INTRODUCTION

As a result of the COVID-19 pandemic and state of emergency declared by Governor Gavin Newsom, Woodland Star Charter School (WSCS) suspended in-person learning on March 23, 2020. We are in a time of unprecedented change for our educational system. WSCS is choosing to view this challenge as an opportunity to design a learning plan with equity and continued educational excellence at its core.

PURPOSE OF THIS PLAN

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

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

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

EXECUTIVE SUMMARY

The Reopening Plan has been developed to outline a variety of actions necessary to reopen school during the COVID-19 pandemic. Every effort has been made to create a plan that is reasonable and practical while maintaining a balance between a safe learning environment and effective teaching models.

Safety and health, both mental and physical, are of paramount importance, and WSCS is preparing to adhere to all county and state health orders. To appropriately share safety strategies, reasonings, and expectations with all stakeholders WSCS recognizes the importance of consistent, timely communications.

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

The Reopening Plan outlines both a hybrid schedule and a distance learning plan. A hybrid schedule would allow for smaller groups of students to return to school for periods of time understanding that there will be changing conditions throughout the year. Online components will be carefully incorporated to meet essential standards. Physical reopening will be considered once Sonoma County has been assigned to the red tier of reopening and has been in that assignment for no fewer than two weeks.

The Reopening Plan also outlines a comprehensive plan for implementing distance learning. This plan differs from the distance learning model that was implemented at the end of the 19-20 school year. These changes are based on feedback from students, parents, and school staff. The program is being designed to build a community of online learners and deliver rigorous online curriculum. Classroom teachers will be delivering daily learning opportunities for all students.

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

PLAN CONSIDERATIONS AND GUIDING PRINCIPLES

WSCS's *Reopening Plan* was developed in alignment with the following:

- [Sonoma County Health Orders](#)
- [CDC Cleaning Guidelines](#)
- [California Department of Education Opening Guidelines](#)
- [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year - January 14, 2021](#)
- [Sonoma County Road Map to Reopening Schools Safely](#)
- [CA Assembly Bill 77: Education Finance Trailer Bill](#)
- [CA State Bill 98: Education Omnibus Budget Trailer Bill](#)
- [COVID-19 and Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)

And with consideration and input from the following:

- Surveys and meetings with teachers
- Surveys and meetings with parents

- Community and other stakeholder meetings

GUIDING PRINCIPLES

WSCS has created this plan taking into consideration a wide range of input and requests. These overarching principles serve as our guide through the decision-making process.

- Provide optimal learning opportunities for all students
- Adhere to public health guidelines
- Ensure safety of staff and students
- Address students most in-need
- Address the social emotional needs of students

HEALTH AND SAFETY

In terms of Health and Safety, these overarching recommendations serve as our guide.

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

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

All recommendations are based on mitigating risk and following the stages set out by our County Public Health Office, Center for Disease Control, and other scientific and educational authorities. WSCS will be flexible and responsive to change. Our cleaning and safety standards, by best effort, will adhere to current recommendations.

Health and Safety Communication Information

Providing regular and transparent communication within the school community is critical to building and maintaining trust, especially during these stressful times. The formats include but are not limited to communications through our notification system, telephone, text messaging, email, video-conferencing, flyers, website, and social media including Facebook. Teachers and Office staff will also provide parent and student outreach to ensure communication.

WSCS has designated the **Operations Manager, Becky Traum**, as **COVID-19 Coordinator**. She will:

1. Coordinate notification of staff, students/parents (following Public Health Guidelines) when there has been a COVID-19 exposure
2. Collect and report data to the Sonoma County Public Health Office
3. Be a single point of contact for concerns and questions from staff, parents, and students via telephone, email or video conferencing during the day
4. Provide Contact Tracing in conjunction with Public Health guidelines
5. Provide for the dissemination of related communications

Promoting Behaviors that Reduce the Spread of COVID-19

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

Educate staff about when they should stay home, families about when their child(ren) should stay home, and when either staff or a student can return to work or school.

Employees and students who are sick or who have recently had close contact (longer than 15 minutes in a 24-hour period) with a person with COVID-19 are required to stay home. Students and staff will continue to report their absences.

Staff members, please contact Jamie Lloyd, Administrator if you need to stay home due to a COVID-19 exposure or have been diagnosed with COVID-19.

Students, please contact either Susan U'Ren, Office Manager or Evelin Sanchez, Bi-lingual Receptionist, in the front office, if you need to stay home due to a COVID-19 exposure or have been diagnosed with COVID-19.

The Sonoma County Public Health Orders, CDC Guidelines and the Sonoma County Roadmap to Safe Reopening's criteria will help guide students and staff on when to return to work.

Hygiene and Etiquette

Videos, flyers, and modeling best practices will be used to teach and reinforce handwashing with soap and water for at least 20 seconds.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available. WSCS has purchased an adequate supply of hand sanitizer for all classrooms, various outdoor locations, and offices.

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

Every building entry point has been equipped with a hand sanitizer dispenser. Staff and students will sanitize hands when entering and exiting any room.

Staff and Students will wash their hands with soap and water no fewer than 4 times daily including:

- Entering the room in the morning
- Before snack
- Before recess
- When returning from recess

Additional handwashing will be reinforced after using the restroom and when behaviors warrant (ie...after using a tissue, touching the face, etc.) All classrooms except 6th are equipped with sinks and are fully stocked with soap and paper towels. The 6th Grade has a dedicated outdoor sink which will be stocked with soap and paper towels. Additional stations will be available near the portable restrooms.

[Proper Hand Washing Information - ENGLISH](#)

[Proper Hand Washing Information - Spanish](#)

[Proper Hand Washing Video - ENGLISH](#)

[What you need to know about handwashing Video- ENGLISH](#)

[What you need to know about handwashing Video- SPANISH](#)

Face Coverings

Face coverings are required for all adults (staff, parents, or community members) who are at the school site. California has made it mandatory for all individuals over the age of 2 to wear a mask or face covering with few exceptions¹. WSCS has purchased an ample supply of face masks for those who need them but encourages all students and staff to come to school with a personal facial mask. Staff will also be provided with disposable face coverings and face shields. Shields are not allowed as a substitute for masks even in a classroom setting.

Masks must fit properly (snuggly around the nose and chin with no large gaps around the sides of the face). Masks can be made of breathable fabric such as cotton, but the fabric must be tightly woven (does not allow light to pass through). All masks, whether cloth or disposable must consist of a minimum two layers. Masks may not include exhalation valves or vents. Scarves, ski masks, gaiters, or bandanas are not allowable as a replacement for masks in the classroom setting. Masks with clear plastic panels are acceptable especially when working with students with hearing or speech difficulties or for young students learning to read, but may collect excess moisture, so they should be used for short periods of time only.

Staff and students with masks or facial coverings that do not meet these requirements will be given a disposable mask.

¹ [Mandate updated 11/16/2020](#)

Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times. Masks will be placed in a clean, safe area, clearly marked with the student's name while not in use.

N95 respirators will be used for staff in high risk situations such as monitoring COVID-19 testing, Isolation room monitoring, and for custodial purposes. Staff required to use these respirators will be fit tested per Cal OSHA guidelines through an independent medical provider and Sonoma County Health Services.

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

[Proper Wearing of Face Mask Video - ENGLISH](#)

[State of California-Masks and PPE](#)

[State of California- Guidance on Faceshields](#)

WSCS will continue to monitor and update requirements for face coverings based on guidance from local and state health authorities.

Supply and Use of Personal Protective Equipment (PPE)

WSCS will provide proper PPE supplies including:

Disposable masks for staff and students (as needed)

Face shields for certificated and instructional classified staff

Hand sanitizer, soap, and paper Towels

Physical guides

Floor signs for common areas

Floor directional signs for common areas

Larger posters for offices and common areas

Physical barriers

Plexiglass barriers for offices, Spec Ed, and for learning environments that require short periods of close contact.

Signs and Messages

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

Teachers and staff will make frequent reminders on how students can help reduce the spread of COVID-19.

Cleaning and Disinfection

Custodial staff and class teachers at WSCS will be thoroughly trained in the proper cleaning of frequently touched surfaces (e.g., outdoor equipment, door handles, desks, sink handles) within each building.

The use of shared objects (e.g., physical education equipment, art supplies, musical instruments, computers) will be significantly limited unless they can be cleaned after a single use. To the best of our efforts, there will be no shared school supplies. Administration, in conjunction with staff, will develop a list of basic supplies that cannot be shared amongst students. The list is limited to items students use each day but cannot be shared now. Staff engaged in cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection as required by product instructions.

Within our Kindergartens, each class/cohort has their own supply of toys/play equipment. Many of them are made of natural materials and require care in cleaning. To the best of our ability, they will be cleaned between uses. If that is not possible, hand washing will occur before and after use.

Sanitizing spray and wipes are available for sanitizing shared items before and after each use. Commonly touched items/surfaces will be sanitized throughout the day, but most cleaning will occur in the afternoons, by trained custodial staff while children are not on campus.

Classrooms, the office, and bathrooms will be cleaned daily. Deep cleaning/disinfecting will be performed between cohorts on Wednesday and weekends.

Ventilation Systems

Ventilation systems have been checked to be in working order and will be monitored for proper operation. WSCS will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. WSCS uses MERV 13 Filters which is the minimum recommendation for COVID-19. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. Each classroom has been equipped with an EPA approved air purification system appropriate for the room size. Outdoor activities, including instruction, will be encouraged.

On days when the air quality prohibits the use of natural ventilation (PurpleAir 150+), the school will need to revert to distance learning until conditions improve.

Water Systems

To minimize the risk of waterborne illnesses, steps have been taken to ensure that all water systems and features are safe to use after the prolonged facility shutdown. Drinking fountains will not be used instead, purified water will be provided. Staff/Students are encouraged to bring a personal water bottle or reusable cup to school.

Movement within the School

WSCS has identified the need to be a one-way campus to the greatest extent possible. Directional signage will inform staff and students the path to take, minimizing crowding in narrow walkways. Areas will be designated by visual markers including paint and signage.

Office Usage

With the exception of using the restroom, the use of the office by non-office staff will be by appointment only through the ParentSquare conferencing sign ups. Each classroom will be equipped with gloves, facial coverings for adults and students, tissues, bandaids, and basic sanitizing supplies to limit traffic between the classrooms and office throughout the day. We will continue to use the “ring bell for service” model to limit the entry into the office space.

The staff break room will not be available for use. Staff kitchen time may be scheduled for use using our office time sign ups on ParentSquare. The aftercare room is reserved for Isolation room purposes only and the kitchen is not available for use.

Modified Room Layouts

Staff will set up classrooms with spatial distancing. Floors will be marked to indicate the appropriate placement of desks to ensure proper distancing. Seating at tables or desks will be spaced at least six feet apart from the center of the chair. The six-foot space is relevant to the distance between people; portions of desks or tables may be within the six-foot distance between people.

Classroom configurations include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks or rerouting traffic.

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

Plexiglass or similar dividers will be provided for situations where maintaining 6 feet of distance is not possible.

Restrooms

The use of restrooms while students are in class will be limited to one person per classroom during any given time. Each classroom will be assigned one bathroom or portable facility for their use only. During Breaks and Lunches, students will be asked to socially distance and adhere to all public health guidelines. Restrooms will be sanitized every day.

Students will be encouraged and reminded to frequently wash their hands and or use hand sanitizer when hand washing is not possible. Signs about the importance of handwashing will be placed in restrooms and other areas around campus.

Instructional staff (teachers, classroom aids) will utilize the same restrooms as their class. The office bathrooms will be available to any staff who is not a part of one of the class cohorts. The aftercare bathroom will be used for Isolation room purposes only.

Playground

The playground, field, blacktop and other play areas will be divided for recess use. Each cohort will have an area designated for their use. Designated areas will be clearly marked. To the best of our ability cohorts will rotate usage. Balls and other play equipment will be single cohort use only. Outdoor play equipment will be sanitized daily.

The kindergarten play area will be reserved for kindergarten use only. Play items will be cleaned between cohort uses.

Food Services

Students perform best academically when well nourished. WSCS will uphold practices and procedures for all students to have access to a meal. Meal preparation, health, safety and hygiene, cleaning, sanitation, and communication are updated and will be reviewed by identified employees within reopening training. During distance learning, meals are provided through Sonoma Valley Unified School District and pick-up instructions will be regularly communicated.

Once students have returned to campus, meals will be consumed outside and socially distanced to the greatest extent possible. Students will not be permitted to share food or utensils and no meals will be served “buffet” or “family-style.” We have identified and physically separated covered outdoor dining areas for each class to utilize during inclement weather.

Recess/Meal Times will be flipped with no more than half of the grades using the yard or dining areas at any given time. Grades 1-4 will have snack, then recess while 5th-8th grades will have recess, then snack. Kindergarten will schedule their snack outside of the 30 minute grade window (10:15-10:45). With the exception of using the bathroom, students will remain with their class during snack/recess and will not be permitted to co-mingle with other groups. Each cohort’s designated space will be spaced a minimum of 6 feet apart from each other and each student within the cohorts will be distanced a minimum of 6 feet apart from one another.

We will continue to work with SVUSD to provide free and reduced meals to all students who qualify.

MAINTAINING A HEALTHY WORK AND SCHOOL SITE

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

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

Staff members requesting accommodations related to COVID-19 shall notify the Administrator immediately. Criteria for COVID-19 related leaves can be accessed in the *Leave Section* of this document.

Symptom Assessment

Parents will be required to keep sick students or students who have had close contact with a person with COVID-19 at home. Staff members are also required to stay home when sick or have had close contact with a person with COVID-19.

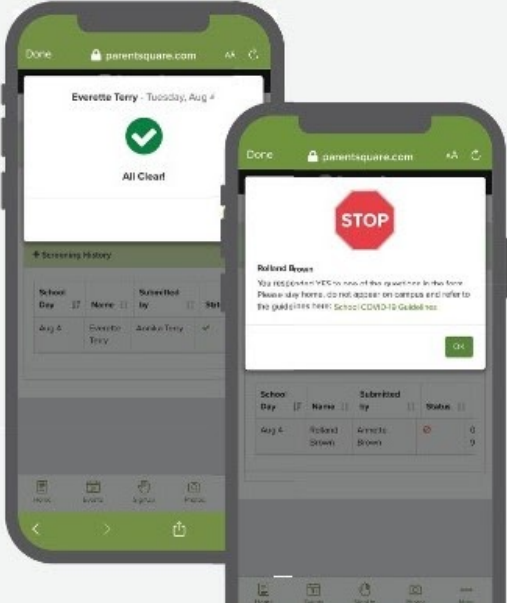
We have developed a school entry plan which identifies the location for entry, when temperature checks are needed, and the personnel who will conduct the temperature checks.

WSCS has a Self-Assessment Checklist in place that students, staff, and parents will be required to follow. Prior to transition to in-person learning, WSCS will implement the ParentSquare Covid-19 Health Screening Form. This health screening tool will allow staff and families to self-certify known COVID-19 symptoms prior to their arrival on campus. In the event that staff or student responses fall outside of safety parameters, Office Staff will be alerted.



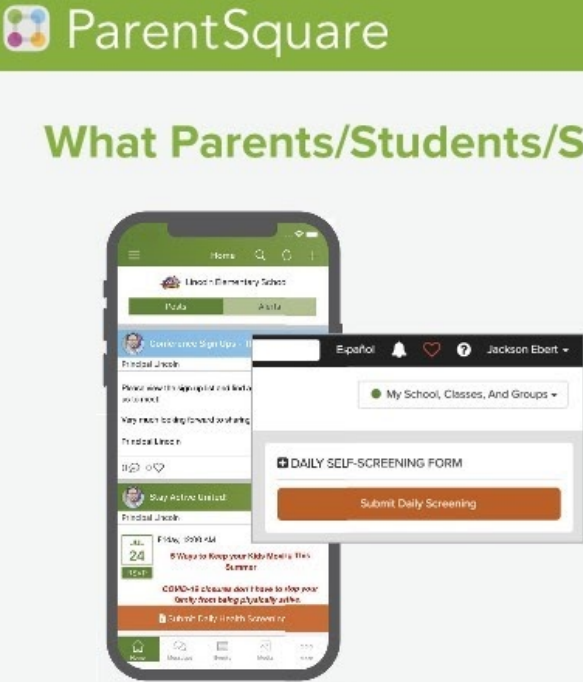
COVID-19 Health Screening Form

Fast, daily health checks for your school community



Reduce administrative burdens and prevent the spread of COVID-19

- Simplify the screening process for parents, students and staff with easy reporting via the web or ParentSquare mobile app
- Customizable pre-built forms available in five languages to adhere to district, city, county or state requirements
- Quickly identify and process positive or missing responses via a detailed graphical dashboard

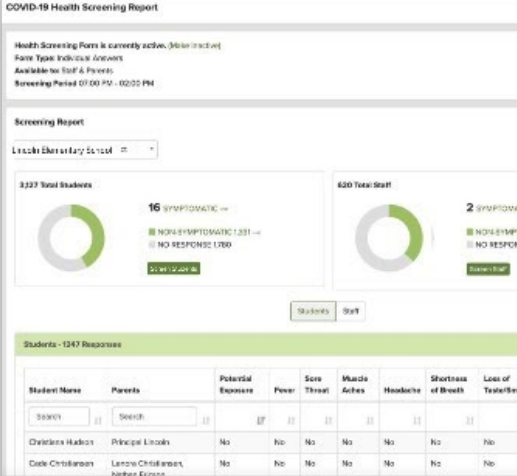


What Parents/Students/Staff See

1. During the active screening period, users will see a “Submit Daily Screening” button on their web or app home feed
2. Parents can submit a screening for one or more of their children, while staff can submit for themselves and their children (if applicable)
3. A confirmation screen displays submission history and can be used as a campus pass for non-symptomatic individuals

What Teachers/Admin See

1. A robust visual dashboard displays daily and previous screening results at the district, school, class and group level
2. Reporting permissions can be assigned to staff such as nurses or bus drivers, allowing them to quickly mark individual students and/or staff as symptomatic, or complete a full screening right from the dashboard



COVID-19 Health Screening Report

Health Screening Form is currently active. (Active Inactive)
 Form Type: Individual Answers
 Available to Staff & Parents
 Screening Period: 07:00 PM - 02:00 PM

Screening Report

Lincoln Elementary School

3227 Total Students

- 16 SYMPTOMATIC
- NON-SYMPTOMATIC: 1,281
- NO RESPONSE: 1,700

620 Total Staff

- 2 SYMPTOMATIC
- NON-SYMPTOMATIC
- NO RESPONSE

Students - 1247 Responses

Student Name	Parents	Potential Exposure	Fever	Sore Throat	Muscle Aches	Headache	Shortness of Breath	Loss of Taste/Smell
Christina Hudson	Principal Lincoln	No	No	No	No	No	No	No
Code Christensen	Lanette Christensen, Nathan Christensen	No	No	No	No	No	No	No

Anyone, staff or student, who shows symptoms of COVID-19 will be denied entry to the school. For students and staff who develop symptoms while on-site, see the section on *Isolation and Quarantine*.

- [CDC Screening Students for Symptoms of COVID-19](#)
- [CDC Student Screening Flowchart](#)
- [ParentSquare COVID-19 Health Screening Form Information Sheet](#)

Covid-19 Testing

Symptomatic Testing: This testing is for individuals with symptoms of COVID-19, either at home or at school.

Response Testing: This testing is used to identify positive individuals once a case has been identified within a stable group or cohort. This testing can be provided for symptomatic and asymptomatic individuals with known or suspected exposure.

Asymptomatic/Baseline Testing: This testing is used for surveillance, usually every two weeks, to understand whether schools have higher or lower rates of COVID-19 than the community, to guide decisions about safety for schools and administrators, and to help inform local health departments about district level in-school transmission rates.

Sonoma County’s Adjusted Case Rate per 100,000, Test Positivity Rate, and tier assignment dictate the frequency and type of COVID-19 testing that will be offered.

	Yellow CR <1.0 TP <2%	Orange CR 1-3.9 TP 2-4%	Red CR 4-7 TP 5-8%	Purple CR >7-13.9 TP >8%	Deep Purple CR >14
Staff	Symptomatic and Response Testing	Symptomatic and Response Testing	Symptomatic and Response testing plus every other week Asymptomatic testing	Symptomatic and Response testing plus every other week Asymptomatic testing	Symptomatic and Response testing plus weekly Asymptomatic testing

All faculty and staff working on campus, whether in contact with students or not, will be asked to undergo testing based on the tier recommended in the schedule above. Faculty and staff may opt to use their own provider. Symptomatic and Response testing will be available to employees upon request.

Student COVID-19 testing will not be offered, but we will regularly communicate current testing availability.

Isolation and Quarantine

Staff and students should self-monitor throughout the day for symptoms of illness. Persons exhibiting a fever of 100.4 degrees or higher, who have a cough or any other COVID-19 symptoms, will be isolated on the campus in a designated space. Students exhibiting symptoms will be required to wait in an isolation area until they can be transported home or to a healthcare

facility. School personnel and office health staff should use [CDC's Standard](#) and [Transmission-Based Precautions](#) when caring for sick people.

Woodland Star Charter School has identified the Aftercare room as it's Isolation area. The area including bathroom and kitchen facilities will be off limits for all staff and students unless they exhibit signs of COVID-19 or are employed, trained and equipped with the proper PPE to monitor those individuals. While in the Isolation room, all individuals will remain a minimum of 6 feet away from one another and all the highest levels of ventilation will be utilized. Following usage of the Isolation room, it will be thoroughly sanitized by trained personnel.

Returning to School Following Traveling

Students who have traveled out of the state or country will need to follow the [CDC's self isolation guidelines](#) prior to returning to in person instruction. Students will need to remain home for 10 days. The 10 day isolation period may be shortened to 7 days if a COVID-19 test is performed between days 3 and 5 and the result is negative. Distance learning will be offered to students in self isolation following travel.

Visitors to Campus

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

Attendance at staff meetings, IEPs, back to school nights, parent/teacher conferences, 504 meetings, and SST meetings may be held remotely, to the greatest extent possible. WSCS will ensure that technology is available for students/parents/guardians to participate in remote meetings.

Essential visitors/vendors will be asked to undergo the same precautionary measures as all employees and students. These include a self-assessment check, and following masking and distancing protocols. Unless impractical, all deliveries will be left outside the office, visitors that enter buildings will be asked to undergo a temperature check.

When to stay home

Scenario	Criteria
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<p>Child or Staff has a negative test after symptoms of COVID-19 or an alternative diagnosis by a healthcare provider</p>	<p>Follow WSCS’s regular sick policy: Staff and students may return to campus when they are:</p> <ul style="list-style-type: none"> ● fever free without the use of reducers for 24 hours ● vomiting/diarrhea and nausea symptom free for at least 24 hours ● Well enough to participate in routine activities
<p>Child or Staff has symptoms of COVID-19, has not been tested and has not received an alternate diagnosis from a healthcare provider</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> ● 10 days have passed since symptom onset AND ● Fever free without the use of reducers for 24 hours AND ● Symptoms have improved
<p>Child or Staff has symptoms, was tested and is waiting for results</p>	<p>Stay home until the test results have been received and a determination can be made on how to proceed.</p>
<p>Child or staff had a positive test/confirmed COVID-19</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> ● 10 days have passed since symptom onset AND ● 24 hours symptom free without the use of reducers AND ● Symptoms have improved <p>If you remain symptom free, stay home until 10 days have passed since the date of the test.</p>
<p>Child or staff in close contact with a confirmed positive (if not fully vaccinated)</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> ● 10 days since the last exposure ● If no symptoms and test negative on or after day 8, may return to school. ● If not tested, must stay home for 14 days with no symptoms. ● If symptoms arise, then an additional 10 day isolation must take place. <p>If there is ongoing contact (ie parent or sibling) the person must remain in isolation until 10 days after the positive contact is no longer infectious. In most cases, this is 20 days after the person with COVID-19 first developed symptoms or had a positive test.</p>

Student Absences Due to COVID-19

Any student who contracts or lives with someone who has been diagnosed with COVID-19 must stay home in accordance with state and local health directives. Per Education Code section 48205, student absences due to illness or quarantine are considered excused absences. Students who are excluded from school due to exposure or positivity rates will revert to distance learning until they are able to return to campus. Students who are excluded due to exposure or personal illness will be offered additional educational supports if needed.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted but is not required. The student will be subject to the same precautionary measures including the COVID-19 Self-Assessment protocol as outlined above.

Employee Leave (Personal Illness/Injury/Necessity) Policies

WSCS will work with employees who are absent when they are sick due to any of the "qualifying reasons for leave related to COVID-19" as described in the [Department of Labor's Leave Rights and California 2021 COVID-19 Supplemental Paid Sick Leave](#).

Staff members should contact **Becky Traum** for the next steps in documenting time off specifically related to COVID-19. The California 2021 COVID-19 Supplemental Paid Sick Leave provides additional types of leaves related to COVID-19. These leaves can be used in addition to an employee's regular leave options, or in lieu of, depending on whether certain criteria are met. The Supplemental Paid Sick Leave does not recognize a fear of coming to work due to COVID-19 as a reason for covered leave. Staff may also be asked to provide health provider documentation regarding any leave related to COVID-19 as requested.

When Someone Becomes Ill On Campus

Any students or staff exhibiting symptoms will immediately be required to wait in the designated isolation area until they can be transported home or to a healthcare facility.

Staff and Students who exhibit COVID-19 may not return to school or work until they have been cleared by their physician, have self-quarantined for 10 days from the onset of the first symptoms and have been fever free for at least 24 hours without the use of fever reducing medication and symptoms have improved.

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

When employees show symptoms of illnesses WSCS will: Move the ill individual to the Isolation Room (Aftercare)

If symptoms are non-life threatening: Employee will be offered a COVID-19 test and the employee will be asked to go home and follow isolation protocol.

If symptoms are life threatening: Emergency services will be contacted and we will call the employee's designated emergency contact.

For Instructional Staff: WSCS will remove all students and staff from the classroom. Students at home will continue with asynchronous learning. Students at school will continue with live instruction in an outdoor venue until pick up. After students leave for the day we will begin sanitization of the room by qualified custodial staff

For Non Instructional staff: WSCS will remove all employees from the building. After students leave for the day, begin sanitization of the room by qualified custodial staff

When students show symptoms of illnesses WSCS will: Move the ill individual to the Isolation Room (Aftercare room)

If symptoms are non-life threatening: The parent/guardian or emergency contact will be called to immediately pick up the student and will be instructed to follow isolation protocol. Parents will be given information on how to seek testing resources.

If symptoms are life threatening: Emergency services will be contacted and the student's parent/guardian or emergency contact will be called.

WSCS will remove all students and staff from the classroom. Students at home will continue with asynchronous learning. Students at school will continue with live instruction in an outdoor venue until pick up. After students leave for the day, begin sanitization of the room by qualified custodial staff.

Support for staff in Isolation/Quarantine

Non-instructional and Instructional Support Staff: will be offered the opportunity to perform job duties from home. Employees will be informed of all benefits available to them if they are unable to perform their job duties.

Class Teachers:

If the class teacher has been instructed to self isolate or quarantine and is able to perform their job duties, that class will revert to distance learning until the self isolation/quarantine period has ended.

If the class teacher is unable to perform their job duties, a certificated substitute will step in to fill the distance learning teaching position. Employees will be informed of all benefits available to them if they are unable to perform their job duties.

***Note: Our planned date of reopening has been scheduled to allow ample time for all employees to obtain both doses of a COVID-19 vaccination AND allow two weeks for full efficacy. Vaccinations are optional for all employees.**

Sonoma County Health Notification for Student/Staff Illness

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

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

Partial or Total Site Closures

The need to quarantine a cohort or entire school site will be determined by Sonoma County Public Health officials depending on the extent of exposure (duration, numbers exposed, the closeness of contact, and other factors). For reference, see the [Sonoma County COVID-19 Notification Process](#).

Partial school closure occurs when one or more students or staff members are confirmed to have COVID-19.

Total school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that test positive for COVID-19, and following consultation with the Local Health Officer. School closure occurs when there are three or more probable or confirmed cases in 25% or more stable groups or there have been three or more probable or confirmed cases and more than 5 percent of the total number of teachers/students/staff are infected within a 14-day period. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. Typically, these school closures will last 14 days.

COMMUNICATION

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

Methods of Communication	
Parent Notification System (ParentSquare)	Provides communication via the preferred method, i.e., text, or email.
School Website	http://www.woodlandstarschool.org . The Woodland Star website is continuously updated and includes announcements, calendar events, staff, technical support, and instructional programs. Families are encouraged to email the Administrator and/or call the school site if they have questions or concerns.
Student Technical Support	<p>Students, parents, and staff can email support@woodlandstarschool.org for technical support.</p> <p>Please include:</p> <ul style="list-style-type: none"> ● Your name ● A brief description of the problem ● Best time to reach you and your contact information
Social Media Facebook	They are used to disseminate key messages. Social media has the benefit of two-way communication with families. WSCS has their own social media account with Facebook that is shared with families.

COVID-19 Specific Communications

WSCS strives to balance the need for clear and transparent communications regarding COVID-19 exposure while protecting staff and students' rights and needs for privacy. At no time will names or other personal identifiers be released when making COVID-19 notifications. If at any time WSCS has questions whether a notification of potential exposure should be made, we will seek guidance from the County Health Department. To keep staff and families informed, we rely on staff and families to maintain the same clear and transparent communications with us regarding their COVID-19 exposures and COVID-19 status.

Actions, Communication, and Notifications

	Student or Staff with:	Action	Communication
1.	COVID-19 symptoms	<p>Send home if at school.</p> <p>Recommend testing, if positive see Action 3, if negative see Action 4.</p> <p>School/Classroom will remain open.</p>	<p>Staff: Communicate absence with Administrator and/or supervisor.</p> <p>Students: Communicate absence with the front office.</p> <p>Notifications: None</p>
2.	Close contact with a confirmed COVID-19 case (if not fully vaccinated)	<p>Send home if at school.</p> <p>Exclude from school for 10 days from last exposure. Monitor symptoms for 14 days.</p> <p>Recommend testing 8-10 days from last exposure or immediately if symptoms develop, does not shorten 10 day exclusion if negative.</p> <p>If COVID-19 test is declined, exclusion extends to 14 days.</p> <p>School/Classroom will remain open.</p>	<p>Staff: Communicate absence with Administrator and/or supervisor.</p> <p>Students: Communicate absence with the front office.</p> <p>Notifications: Will be made if the close contact was made in the school environment and on a case-by-case basis otherwise.</p>
3.	Confirmed COVID-19 infection	<p>Notify the County Health Department.</p> <p>Exclude from school for 10 days from symptom onset AND has been fever free for 24 hours without the use of reducers AND symptoms have improved.</p> <p>Identify school contacts, inform the County Health Department of those contacts and exclude from school for 10 days after the last exposure.</p> <p>Recommend testing 8-10 days after last exposure if asymptomatic and immediately if symptomatic.</p> <p>Disinfection and cleaning of classroom and primary spaces used by the infected person.</p> <p>School remains open.</p>	<p>Staff: Communicate absence with Administrator and/or supervisor.</p> <p>Students: Communicate absence with the front office.</p> <p>Notification: Schoolwide community notification of a known case.</p> <p>Direct notification within the cohort and known close contacts.</p>

		Cohort is closed.	
4.	Symptomatic person tests negative or provides documentation that the symptoms are typical of an underlying or other health issue	May return to school when fever free for 24 hours without the use of reducers have passed AND symptoms have improved. School/Classroom remains open.	Staff: Communicate absence with Administrator and/or supervisor. Students: Communicate absence with the front office. Notification: None

Upholding COVID-19 Safety Measures

WSCS makes continuous updates to our Reopening/Safety Plan and posts it in multiple places on our school website. We will communicate any changes to procedures and protocols through Parent Square. Additional communications will be made through weekly teacher newsletters, our weekly newsletter, our monthly newsletter, and through continued staff training.

For Faculty and Staff:

Training has been and will continue to be provided on safety measures/protocols during staff meetings. Ongoing safety plan reminders are sent to employees weekly through our Weekly Office Memo.

Employees that do not follow the safety plan will:

- 1st Violation: receive a verbal reminder/warning - documented by COVID Coordinator
- 2nd Violation: receive a formal written email warning. Confirmation of receipt required within 24 hours
- 3rd Violation: receive a written letter of reprimand and will retake Cal OSHA safety training
- Further steps will be taken if necessary and determined by the Administrator, including but not limited to suspension, reassignment, or termination.

For Families and Students:

Each family will be required to attend a Re-entry Orientation meeting prior to on-site learning. These meetings will include: masking guidelines and best practices, pick up/drop off procedures, how to use the ParentSquare Covid-19 Self Assessment Tool, when to stay home, when to expect communications, and hand washing and cleaning schedules. Additionally, each family will be required to sign a Family/School Safety agreement that clearly outlines safety responsibilities and expectations.

Students that do not follow the safety plan:

Depending on the severity of the issue enforcement will take the form of:

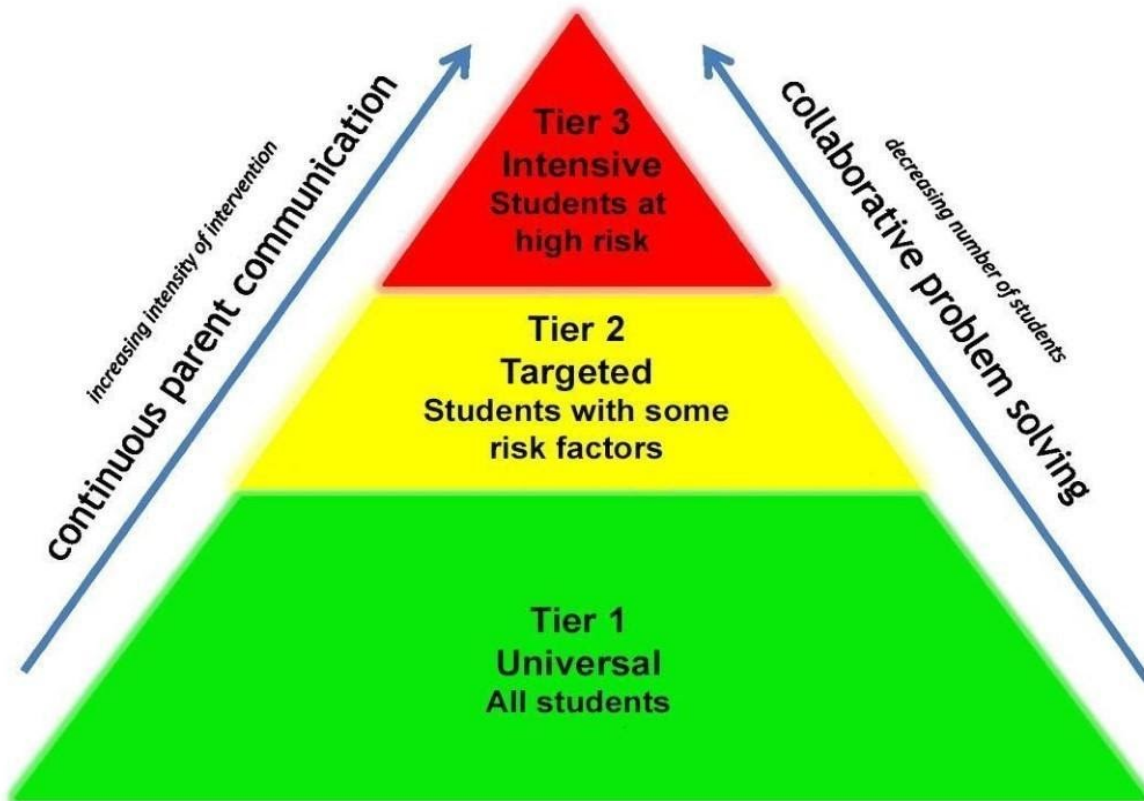
- Verbal warning from the teacher or staff
- Call home to parents after school

- Immediate exclusion: parents will be required to pick up student ASAP
- Other responses may be appropriate and will be determined by the administrator in consultation with the teacher and COVID-19 Coordinator.

Students, Families, and Staff Safety Concerns

Staying safe is a team effort and we need everyone's assistance with adhering to safety guidelines. Any student, family or staff member with concerns about safety protocols and/or violations should email covidsafety@woodlandstarschool.org. This account will be constantly monitored and issues routed to the appropriate supervisor to be addressed. Students, families, and staff who report issues may do so without the fear of reprisal. To the best of our ability, these concerns will be kept confidential.

SOCIAL-EMOTIONAL WELLNESS



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

Woodland Star believes that physical, emotional, and social wellness are inseparable and are necessary for students to engage in formal learning. In addition, our robust Counseling Program provides individual support as needed.

Social-Emotional Wellness is the ability to identify and manage emotions, express empathy, form healthy relationships, make responsible decisions and cope with stress. Social-Emotional Wellness primes students for learning. This can translate to improved academic outcomes and better health later in life.

LEARNING CONTINUITY

Learning Model Descriptions	
All students are expected to participate in learning activities five days a week.	
Hybrid	Students will be on campus as much as possible, given health and safety measures. There will be a distance learning component to allow for safe distancing within the physical classroom.
Distance Learning	Students work 100% remotely by participating in virtual classroom activities and instruction. Daily online learning and contact with teachers are required.

Woodland Star is committed to continuing to work towards the elimination of the barriers to student success that existed before the closure.

Student Expectations		
	Hybrid Model	Distance Learning

<p>Attendance:</p>	<p>The student attends class on assigned days with their cohort, students are required by law to attend school unless the family has made the decision to participate in the full distance learning model.</p>	<p>Arrive 5 minutes early online so instruction begins promptly at the start of each period.</p> <p>The student is expected to check the teacher's Google Classroom and complete assignments. Students will have opportunities to check in with the teacher during specified times.</p>
<p>Behavior:</p>	<p>School and classroom rules and procedures Apply - WSCS Safety Plan</p>	<p>Students are expected to behave <i>appropriately</i> and <i>respectfully</i> when online with other students and teachers. This includes keeping the camera on so the teacher and other students can see the student's image, using an appropriate name for identification, keeping the microphone on mute other than when directed, using appropriate images that DO NOT include racial slurs, drugs, alcohol, nudity, or other offensive images. In accordance with California Education Code, district policies, and guidelines, disciplinary action may be taken for any violation.</p>
<p>Work Effort:</p>	<p>Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she/they experiences difficulty in completing the work.</p>	<p>Students are expected to put forth their best learning effort, including turning in projects, assignments, quizzes, and tests on time. The student is asked to communicate with the teacher if he/she/they experiences difficulty in completing the work.</p>
<p>Technology:</p>	<p>Students are encouraged to use their personal devices at school to avoid sharing school laptops. Woodland Star will provide chromebooks when needed at school.</p>	<p>Students are expected to be prepared with their device so as to actively engage in online learning. Woodland Star will provide chromebooks for home use if needed.</p>

Parent Expectations		
	Hybrid Model	Distance Learning
Attendance:	The parent/guardian is responsible for reporting a student absence by calling the school. COVID-19 related absences are excused, but still must be reported. All other absences will be reported in the normal school procedures.	The parent/guardian is responsible for reporting a student absence by calling the school. COVID-19 related absences are excused, but still must be reported. All other absences will be reported in the normal school procedures.
Help at home:	The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the Learning Coach Tip Sheet	The parent/guardian is encouraged to assume the role of the learning coach. The parent is not expected to be the teacher but rather assists his/her student in developing study habits, establishing a place to learn, and a schedule. See the Learning Coach Tip Sheet
Communication:	The parent/guardian is expected to communicate early with the teacher, counselor, or administration if he/she notices a change in the student's learning, behavior, and/or demeanor.	The parent/guardian is expected to communicate early with the teacher, counselor, or administration if he/she notices a change in the student's learning, behavior, and/or demeanor.

Administration/Site Expectations

	Hybrid Model	Distance Learning
Instructional Planning	<p>Work with teachers to establish support and intervention plans</p> <p>Observe instruction to provide feedback and support in a non-evaluative manner</p> <p>Collaborate with counselors and teachers to support students and families</p> <p>Develop school-wide goals and involve all stakeholders in discussion and implementation</p>	<p>Support faculty and staff with Google Classroom and online learning platforms</p> <p>Observe online instruction to provide feedback and support in a non-evaluative manner</p> <p>Collaborate with lead teachers to provide appropriate professional development and training for staff (apps, learning platforms, student information systems, etc.)</p>

Attendance Plan

In accordance with Assembly Bill 77 (AB 77) and State Bill 98 (SB 98) attendance will be taken daily for each student. Absences will be recorded by the teacher of record each day. Attendance rules for students on hybrid or distance learning programs generally follow traditional attendance processes. Attendance for the Independent Study is based on participation per the signed Independent Study Plan.

For students on a hybrid or distance learning program, attendance is recorded by being present in the classroom (whether Zoom, Google Classroom, other online platforms, or in-person) per the daily schedule. An unexcused absence may be given if a student turns off their camera or does not participate.

WSCS teachers and/or staff will attempt to make contact with the parent, if a student has an unexcused absence for more than one day. The truancy process is started with three unexcused absences or 10 excused absences which indicates chronic absenteeism. Students that are deemed truant from the hybrid model or distance learning may be considered for a Student Support Team based on the students' needs. The teacher, Intervention staff, and Administrator will consider what additional supports the student needs for success which may include counseling, tutoring, or frequent check-ins. The Administrator will continue with the Student Support Team and truancy processes when necessary.

Learning Model Schedules

FULL-TIME DISTANCE LEARNING AND SCHEDULE

In Distance Learning, students interact with their teachers through an online presence using a computer and communications technology, as well as receiving instruction, connection, and community building time with their teacher. Distance learning may include video and/or audio instruction in which the primary mode of communication between the student and instructor is online interaction, video, telecourses, or other instruction that relies on communications technology. This may also include the use of print materials incorporating assignments that are subject to written or oral feedback.

Skilled educators continue to be an integral part of student life, and through technology, can create community among learners, provide content-specific instruction, create projects and assessments as well as provide intervention and enrichment opportunities while also communicating individually with students and families.

With few exceptions, synchronous instruction is offered from 9:00 a.m. to 12:30 p.m. Monday through Friday. Some specialty classes offer additional synchronous workshops for hand-on instruction and/or learning supports. Non-synchronous work time runs from 1:00 p.m. to 3:00 p.m. This time is also used for additional learning supports such as one on one appointments with teachers, ELD, Intervention and Special Educational services.

One-on-one or small group tutoring services are available, free of charge, to all students from 3:00 p.m. to 5:30 p.m. daily. Students may be referred to tutoring services by their class teacher, through Intervention or IEP processes or by parent request. To request tutoring, email tutoring@woodlandstarschool.org.

Material Pick Ups/Drop Offs

During distance learning, materials may be picked up and dropped off on Fridays from 9:00 a.m. to 4:00 p.m. Additional times may be available by appointment by contacting Susan U'Ren at office@woodlandstarschool.org. During times of high COVID-19 transmission, WSCS may temporarily suspend pick ups/drop offs.

DISTANCE TO HYBRID TRANSITION

Once Sonoma County has been reassigned to the Red Tier for a minimum of two weeks, parents will be notified of the date for reopening for in-person learning, which we anticipate being two weeks after the tier reassignment. WSCS will begin a by-grade, staggered reopening. Once the process begins, we do not anticipate reverting or halting the process unless directed to do so by State or County regulations. Families may opt to keep their student in full-time distance learning during this tier assignment.

During the two week transitional period, staff and teachers will be encouraged to begin working on campus to ensure all protocols are in place prior to students returning to campus.

Week 1: Kindergarten, Grades 1-2

Week 2: Grades 3-8

Transition Timeline

March 29th

Administration announces reopening for TK-2nd Grade

April 1st

Administration hosts a Back To Campus Orientation Parent Meeting for TK-2nd Grade

April 5th

Administration announces reopening for Stage 2 (3rd-8th Grades)

April 12th

Day one of Hybrid Learning Cohort A TK-2nd

April 15th

Day one of Hybrid Learning Cohort B TK-2nd

Administration hosts a Back To Campus Orientation Parent Meeting for grades in Stage 2

April 19th

Day one of Hybrid Learning Stage 2 Cohort A

April 22nd

Day one of Hybrid Learning Stage 2 Cohort B

May 3rd

Stage 3 of Hybrid Learning begins

Four continuous days of In-Person Learning in all classes that spacing allows

Distance Learning Only for all day shifts to Mondays

Reopening Orientation Meetings will include:

- Safety Measures and expectations
- Parent/School COVID-19 Safety Agreement
- Drop off/pick up procedures
- Daily Schedule and Distance Learning Coordination
- Opportunities for families to ask any final questions regarding hybrid learning

HYBRID MODEL AND SCHEDULE

WSCS students must complete specified state requirements and fulfill the minimum instructional minutes. The scheduling example shown below offers a “grouping model” that provides safe, social distanced, robust academic programs, social-emotional support, and enrichment activities. The key elements include:

1. Stable classroom groups have been formed to minimize student/teacher daily contact.
2. Woodland Star will use a 2-1-2 hybrid method to the greatest extent possible. Wednesday will be distance learning for all students. Unless a class' size prohibits maintaining 3 feet distance between students within the classroom, all hybrid students will be on campus Monday, Tuesday, Thursday and Friday. Larger classes may need to be divided into 2 smaller cohorts and will be on campus Tuesday/Wednesday or Thursday/Friday.
3. Special Education services will be offered during the A Schedule and all students needing those supports will be scheduled those days.
4. School staff whose children need a stable learning environment on their Cohort's distance learning days will be provided space.
5. School staff will be provided additional time each week for collaboration, planning, student interaction, and professional learning or training.

Under this stage of hybrid reopening, WSCS plans to offer in-person instruction from 8:40 a.m to 12:30 p.m.

All live instruction will be streamed live through video conferencing. Students who are in distance learning will have the same learning opportunities as those who are learning in-person.

Due to safety concerns about the number of cohorts served, unless speciality teachers are only serving one class in person, these classes will be delivered in a virtual platform. Additionally, activities that are considered higher risk such as singing, practicing wind instruments, or movement activities will either be done outside or in a virtual setting.

From 1:30 p.m. to 3:00 p.m. the school will schedule asynchronous learning activities, synchronous specialty classes, and learning interventions. One-on-one or small group tutoring services will continue to be available, free of charge, to all students from 3:00 p.m. to 5:30 p.m. daily. Students may be referred to tutoring services by their class teacher, through Intervention or IEP processes or by parent request. To request tutoring, email tutoring@woodlandstarschool.org.

Arrival and Dismissal

8:20-8:40 a.m.

Students will remain in vehicles until the ParentSquare COVID-19 self assessment is verified. Once verified, parents will enter the playground gate and drive through the firelane. Student drop off for families with students in K-2 will occur behind the 3rd grade classroom and bathrooms. Parents will remain in their vehicle during the drop off procedure. Once the student has exited the vehicle and arrived at the curb, parents will proceed through the firelane and turn right towards the Altimira bus circle. Families with students in grades 3-8 will proceed to the normal drop off area. Families that have both younger and older students will be directed to the on campus drop off.

While driving is the preferred method during hybrid learning, families who do not have access to a vehicle may walk their students to the front gate between from 8:35 to 8:45 daily. Students must be accompanied by a parent/guardian until completion of the ParentSquare COVID-19 self assessment has been verified. Students (including grades 6-8) may not go directly to the classrooms.

Students who arrive after 8:40 will need to follow walk up protocols but must be accompanied by a parent or guardian.

After entry to the school, students will proceed to their classroom ramp where 6 feet spatial distancing will be marked with tape and/or paint dots.

12:35-12:50 p.m.

The flow of traffic for pick up will be reversed and entry into the fire lane will be through the kindergarten entrance.

While waiting, please utilize the Altimira bus circle to decrease our impact on neighborhood traffic. Families who are ONLY picking up middle school students, please line up along the curb of the Altimira bus circle. Families with any student in K-5th grade please line up on the outside (the center of the circle) and then progress through the firelane to the black top area. Two lanes will be formed on the black top. To the best of our ability, parents with students in grades K-2 will be directed to the lane closest to the grass and grades 3+ to the lane closest to the garden.

Both students and staff will need to remain on the grass until all cars have come to a complete stop. Students and staff who remain after pick up need to remain on the grass until the last car has exited the grounds.

Unless students need assistance safely “buckling up,” parents will remain in their vehicles. Vehicles will exit through the playground gate. Each student cohort will have a designated waiting area on the field or in the playground gardens, with students spaced 6 feet apart while they wait for pick up. Older students who walk or bike home from school will be released directly from the classroom but must immediately leave campus.

Material Pick Up/Drop Off

For students who are remaining in distance learning, material pick up and drop off will still be available on Fridays from 1:00-4:00 pm. Additional times may be available, but must be

scheduled ahead of time by contacting Susan U'Ren, Office Manager at office@woodlandstarschool.org.

GRADING AND ASSESSMENTS

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

Grading and Assessment Expectations			
Teachers	Students	Parents	Administration
<p>Will establish, communicate out and maintain a regular platform for communicating student progress</p> <p>Will notify student and parents/guardians if a student is not completing work or is at risk of not meeting academic standards</p> <p>Will (when possible) utilize a variety of assessments to determine student learning</p> <p>Will share grading policy with students, parents, and administration</p> <p>Will teach students how to use online</p>	<p>Will access platform(s) used by the teacher</p> <p>Will reach out to the teacher with questions</p> <p>Will complete assignments to the best of his/her ability</p> <p>Will follow teacher expectations for using online platforms and/or applications for demonstrating learning</p>	<p>Will utilize platforms provided by the teacher to keep abreast of student progress (Google Classroom)</p> <p>Will encourage the student to follow up with the teacher</p> <p>Will reach out to teachers first if there are questions or concerns before contacting school administration</p>	<p>Will support educators in collaborating to reflect on assessment and grading practices</p> <p>Will communicate with parents/guardians to clarify and explain grading and assessment practices when necessary</p> <p>Will support teachers in the use of online platforms and/or applications to support student learning</p> <p>Will work with teachers to identify additional supports for</p>

platforms and/or applications required for demonstrating learning			struggling students
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Regardless of the learning model, all students will be provided important learning and support opportunities:

1. **Academics** - focusing on the teaching and learning in the classroom and/or remotely.
2. **Support** - focusing on providing customized learning, tutoring, social-emotional learning, counseling groups, and skill development.
3. **Distance Learning** - per AB 77, as stand alone and as a part of a hybrid model there will be:
 - Daily live interaction with students
 - Daily attendance taking
 - Content aligned grade/subject level standards
 - Connectivity and devices
 - Supports and Intervention
 - Designated and Integrated ELD
 - Special Education and related services in the IEP

INSTRUCTIONAL TECHNOLOGY

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

We have identified Google Classroom as a common application and platforms used for the upcoming school year. Other software applications that are commonly used include Zoom and Google Meet for video conferencing. We are also piloting web cameras for teacher use for supporting synchronous learning. Additional software will be available based on teacher needs.

Staff will focus on the following technology guidelines for all students.

- Focus learning on student mastery of the essential standards
- Prioritize equity and access
- Include opportunities for asynchronous and synchronous learning
- Ensure 1:1 student access to chromebook or laptop device
- Ensure hotspots are available to students who need access
- Provide technology support for students, families, and staff

Resources: [WSCS Internet Safety: Acceptable Use Policy](#)

Student Services and Supports

Considerations

To accommodate school closures where students and staff cannot be onsite, instruction will continue remotely. During school closure, the school's distance learning schedule will be in place. This schedule will inform students and parents of the expected times they need to check-in, be online in class with teachers, or complete assignments. New referrals for Special Education will be considered through the SST (Student Support Team) process on a case-by-case basis. Per SB 117, if it is determined by the school psychologist that a valid assessment cannot be completed during school closure, the assessment will be postponed until in-person learning resumes.

As long as students are allowed on campus, assessment will be conducted per a student's signed Assessment Plan as long as testing validity can be achieved. The WSCS Psychologist may use remote observation, however the student must be in an in-classroom educational setting with peers.

Individual Education Plan (IEP) meetings will take place virtually. Student services such as Case Management, Specialized Academic Instruction and counseling services, remain in place regardless of delivery method.

SPECIAL EDUCATION

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

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

Safeguards was emailed to all families with special needs at the initial onset of the school closure. Additional copies of these documents are available upon written request to the Student Support Services Director.

To every extent possible, students with exceptional needs shall have the elements in their Individualized Education Program (IEP) met. This could include both in-person and distance learning settings. IEP Team meetings may be required to determine which, if any, services need to be adjusted to reflect the current times and educational model.

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

However, distance learning is not accessible to many students with exceptional needs. Many populations cannot have their developmental, educational, health and other needs met in an online environment. Students with mild to moderate disabilities may benefit from hybrid models that include some time in-person and some time in the distance learning model depending on their age. Services will be defined by the IEP team and the delivery model for services will be based on School safety protocols and guidelines.

WSCS's Student Support Services Director will collaborate with general education teachers regarding accommodations and modifications appropriate to students participating in general education to support the student's access to the general education classroom within the hybrid and distance learning models.

If families are experiencing any concerns with the distance learning or hybrid model, the Student Support Services Director is available to support students and families.

ENGLISH LEARNERS

According to the California Department of Education's *Stronger Together* Guidebook, English learners will need additional support to rebalance and refocus on the task of learning and being productive in the school community with the goal to achieve the same rigorous grade-level academic language standards that are expected from all students within a reasonable period of time. [ELD Support Resources](#)

Distance Learning or Hybrid Learning Models

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

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

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

Resources:

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

EXTRA-CURRICULAR ACTIVITIES

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

Athletics

- Schools will conform to all CDE and California Interscholastic Federation (CIF) sports restrictions and game/team safety and hygiene protocols. As of August 5 , all youth sports have been suspended for the 20-21 school year.
- Schools will need to follow consistent and stringent cleaning protocols of athletic equipment and personal body contact gear.
- Contact sports are restricted and are considered high risk under CDC guidelines.
- Indoor intense physical exercise is discouraged, especially if the activity causes warm moist air for the virus to transmit.
- Physical education classes should be conducted outside whenever possible, restrict the use of locker rooms/showers, maintain six-foot distancing, and avoid any contact sport activities.

Gatherings, Visitors, Clubs, and Field Trips

- Gatherings, or meetings, should be conducted via a virtual platform whenever possible. Promote social distancing of at least six feet between people if events are held. Limit group size to the extent possible.
- Events (beyond normal classroom activities) are restricted to no more than 10 people while maintaining the six-foot social distancing standards.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
 - Local walking field trips are allowable as long as masking, distancing, and other safety protocols are followed. Walking field trips must follow the established field trip protocols.
- Based on current social distancing standards from the California Department of Public Health, a separation of three feet between students is allowable within the classroom setting only. At all other times, 6 feet distancing is required.

Graduation Ceremony and Reception

Ceremony Capacity Guidelines by Tier:

Purple: Attendance up to 100 people, irrespective of size of venue, to the extent that the 6 feet physical distancing requirement can be met.

Red: Attendance is limited to 20% of capacity (52)

Orange: Attendance is limited to 33% of capacity (85)

Yellow: Attendance is limited to 67% of capacity (174)

Safety Guidelines

Across all Tiers: All commencement ceremonies must adhere to the following requirements and modifications:

- All attendees, including school staff, performers, students and families are counted toward any occupancy capacity limit.
- If multiple ceremonies are planned for a single day, schools must allow for at least two hours between ceremonies to prevent mixing across attendees.
- Limit attendee groups to a household unit. People from the same household do not need to be six feet apart.
- All attendees must wear masks as per [CDPH Face Coverings Guidance](#) and maintain distance of at least 6 feet from other attendees at all times, other than with household members such as when they are in their own vehicles.
 - o Speakers may remove masks during their remarks as long as they are at least 6 feet away from other attendees. Speakers should keep the time for comments brief to limit the time they are unmasked.
- Attendance must be limited to school staff, graduates, household members, and family members and attendees must abide by travel limitations as indicated within the current [CDPH Travel Advisory](#).
 - o Attendees must sign up in advance of the graduation, and only those who have pre-registered may attend.
 - o Staff or attendants must monitor the number of attendees entering the graduation event and confirm that they had pre-registered.
- Persons who are particularly vulnerable to COVID-19 (e.g., due to age or underlying conditions) should be discouraged from attending.
- Individuals who are sick or in isolation or quarantine must remain at home.

- All attendees will be pre-screened for fever and COVID-19 symptoms before leaving home for the event.
 - o Schools must communicate in writing to all graduates, their household members, school personnel, and others who may attend that if they are feeling ill, have symptoms of COVID-19, or have potentially been exposed to someone with confirmed or suspected COVID-19, they should not attend the graduation event.
- Consider the timing of when ceremonies take place. Consider weather conditions, such as sun exposure, heat, and rain. Take appropriate precautions related to weather protection.
- Ensure facilities are accessible to persons with disabilities and provide all necessary accommodations for students with special needs.
- Set expectations, policies, and guidelines in advance, and reiterate them before the event day and at the start of the event to ensure overall health and safety.
- Consult with local public health departments, law enforcement, and legal counsel in planning any drive-in, drive-through, or recorded in-person events.
- Encourage the orderly arrival and exiting of attendees in a manner that encourages social distancing.
 - o Graduates must enter and exit 6 feet apart from one another in a single line.
- Social distancing measures include:
 - o Signage or pavement/ground markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting from the graduation service to ensure social distancing.
 - o If a line forms outside of the graduation, staff should direct those waiting to maintain social distancing.
 - o Tape, chalk, or other markings should be laid on the ground outside of the venue in order to maintain social distancing of at least 6 feet.
 - o Staff should direct people to help maintain social distancing.
 - o Staff should direct successive, row-by-row exiting.
- Staff should enforce face covering compliance throughout the event.
- The venue must be cleaned and disinfected prior to and after the event, particularly high touch surfaces (e.g., bathrooms). Consider cleaning high-touch surfaces (e.g., podium) between each speaker. Clean and disinfect shared equipment (e.g., microphones) between different users; consult equipment manufacturers regarding the appropriate method.

- Receptions before or after the graduation must comply with the restrictions within the [CDPH Guidance for Gatherings](#) appropriate to the county Blueprint tier in effect at the time.
- Food or drink concessions are only allowed per the tier limits outlined in the CDPH Outdoor Live Events and Performances Guidance. Students and families should be advised in advance regarding the availability of refreshments.
- There must be permanent or added barriers to create at least 12' between space occupied by event attendees and the focal point (e.g., stage/podium). All attendees, including graduates, school administrators, guests or family members, must remain at least 6 feet apart at all times.
 - o Attendees who are not part of the same household must be seated at least 6 feet apart. Members of the same household are permitted to sit together and less than 6 feet apart.
 - o If there is permanent seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows.
 - o Graduates must be seated 6 feet apart.
- Mark 6-foot sections to help attendees understand what 6 feet looks like. This can be done with small flags, tape, balloons, etc. Indicate that people should stand on or by the markers and remain 6 feet from each other.
- To comply with the 6-foot spacing, handshaking and hugs should not occur.
- Consider limiting the sharing or exchanging of materials (such as throwing graduation caps, "sign-in" practices, programs, gifts, flowers).
- Districts and schools should, if possible, send students diplomas and caps and gowns in advance through the mail or delivery so they can arrive dressed and with their diplomas in hand.
- Graduates may be invited to walk across the stage individually and turn their tassel in lieu of receiving the diploma. Alternatively, diplomas and awards could be distributed if bestowing the awards and diplomas is done in a manner that reduces contact (e.g., placing each diploma and award on a table as the graduate walks by to retrieve it). Or, hand hygiene should be performed before and after touching objects and should be available in the appropriate locations.

Reception guidelines

If buffet style dining or bar service is provided, food and drink must be served to guests (no self-service) and all guests must maintain physical distancing and face coverings. Event attendees and workers are only permitted to eat and drink at designated areas.

Reception attendance caps include staff and volunteers

Purple: Attendance limited to a maximum of 25 people

Red: Attendance must be limited to a maximum of 50 people

Orange: Attendance must be limited to a maximum of 100 people

Yellow: Attendance must be limited to a maximum of 200 people

PROFESSIONAL DEVELOPMENT & TRAINING

WSCS is committed to supporting the professional growth of its faculty and staff. As we look to the return to school, WSCS recognizes and supports the need for additional, ongoing training and collaboration that will focus on highly effective tools, skills, and strategies for meeting the diverse needs of our students.

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

Staff Professional Development Topics for Consideration		
Instruction	Technology	Social Emotional Wellness & Mental Health

Essential standards		
Content specific		Trauma-Informed Care
Best practices for distance learning	Google Suite: Google Classroom, Google Meet, Docs, Slides, Forms	Restorative Practices
Strategies to motivate students in a distance learning environment	Zoom	Managing social media consumption
Effective lesson design for distance learning	Creating engaging videos for online	Safety protocols and precautions
Strategies for engagement in district curriculum in a hybrid/distance learning format	Class webpage development	Positive Behavioral Interventions & Supports (PBIS)
Flipped classroom	Eureka Math	Encouraging and supporting student voice and advocacy
Project Based Learning	Stem Scopes	

CONCLUSION

This *Reopening Plan* provides detailed information on WSCS’s response to teaching and learning during a pandemic. By detailing the additional health and safety measures that will be implemented to mitigate the threat of the virus, it outlines WSCS’s commitment to and readiness for the 2020-21 academic year.

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

We continue to rely on the ongoing support and commitment of families to ensure our school remains healthy and strong.

ADDITIONAL RESOURCES

[Testing Sites for local COVID-19 Testing](http://www.socoemergency.org) – Information from <http://www.socoemergency.org>

[When to Quarantine?](#) – Information from Center for Disease Control

[Affordable Internet Offers](#) – for Low Income Households

[Coronavirus Information for Schools and Families](#)– Information from Sonoma County Office of Education

[Safe Schools for All Hub](#)- California State School COVID-19 resource base

Woodland Star Cal/OSHA Prevention Program (updated regularly)