



Liberty Elementary School District

**1771 E. Pacific Ave.
Tulare, CA 93274
Phone: 559-686-1675
libertyelementary.org**

Superintendent
Keri Montoya
Principal
Staci Soares

Name of Applicant: Liberty Elementary School District

School Type:

 X Traditional Public School

 Charter School

 Private, Independent, or Faith-Based School

Number of schools: 1 **Enrollment/ADA:** 677

Superintendent (or equivalent) Name: Keri Montoya

Address: 1771 E. Pacific Ave. Tulare, CA 93274

Grades of Students Proposed to be Reopened:

✓TK ✓K ✓1st ✓2nd ✓3rd ✓4th ✓5th ✓6th

Date of Proposed Reopening: 10/5/2020 (TK-2 only; 3rd-6th to follow)

Name of Person Completing Application: Staci Soares, Principal

Phone Number: 559.686.1675 **Email:** ssoares@liberty.k12.ca.us

Signature: _____ **Date:** _____

Waiver Criteria

Reference to District reopening plan guidelines are listed by page number for each item below:

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:

- Liberty Teacher Association (LTA) CTA/NEA
- Reopening Committee meetings held 5/20, 6/17, 6/24, 6/29, 7/16 – meetings conducted to establish, revise, and publish Liberty 2020 Reopening Plan.
- Teacher Survey conducted 9/8/20 (33 staff members) –
 - o 84.8% of staff members stated they felt comfortable opening TK-2/ 15.2% do not.
 - o 84.8% of staff members stated they felt comfortable opening 3-6/ 15.2% do not.

If no labor organization represents staff at the school, please describe the process for consultation with school staff.

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

- Parents were surveyed four times - one during school closure to gather information relative to access to technology and materials and three additional surveys to determine preference and access information while planning for the 20-21 school year.
- Paper survey sent home July 2020 in our summer mailer as well as available in the school office for completion. This survey gathered information for the upcoming 20-21 school year as well as feedback regarding spring closure.
- Electronic survey sent 7/10/20 – information gathered as follows (549 responses):
 - Re: 5-day school week – 66.3% preferred on campus, 33.7% preferred distance learning (DL)
 - Re: Blended Model (staggered A/B days) – 76% preferred on campus, 24% preferred DL.
 - Re: After school care – 54.5% would not utilize, 45.5% would.
 - Re: District student bus use – 92.7% would not utilize, 7.3% would.
- In addition to previously collected survey data, the following was surveyed of parents 8/6/20 (321 responses):
 - Would you be interested in 1:1 and/or small group student sessions with certificated or classified school staff – 85.1% would feel comfortable, 14.9% would not.
- Outside groups have also been notified that the campus is not available for use such as Liberty Parent Teacher Club, FFA, and extra-curricular sports.
- Liberty Elementary School Board – 5/12/20, 6/23/20, 8/11/20, and 9/8/20

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent). See **Appendix A**:

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- Library (pg. 3 & 9)
- Use of materials in the classroom (pg. 9).
- Cleaning of rooms (pg. 10-11)
- Food Services (pg. 13-14)
- Transportation (pg. 14)

The District recognizes that high traffic - high touch common areas in the workplace need, to the extent possible, more frequent cleaning and disinfecting to limit the spread of the COVID-19 virus.

- The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, counters, tables, desks, chairs, door handles, knobs, drinking fountains, restroom and bathroom surfaces, and trashcans.
- The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

- Transition to Blended Learning (pg. 5-6)
- On-Site Guidelines and Procedures (pg. 6-7)
- Movement of People In, Out, and Throughout Campus (pgs. 7-9)
- Food Services (pg. 13-14)

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- On-Site Guidelines and Procedures (pg. 6-7)
- Movement of People In, Out, and Throughout Campus (pgs. 7-9)
- Health and Safety Guideline Procedures (pg. 9-11)
- Food Services (pg. 13-14)

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.

- On-Site Guidelines and Procedures (pg. 6-7)
- Movement of People In, Out, and Throughout Campus (pgs. 7-9)
- Health and Safety Guideline Procedures (pg. 9-11)

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

- On-Site Guidelines and Procedures (pg. 6-7)
- Movement of People In, Out, and Throughout Campus (pgs. 7-9)
- Health and Safety Guideline Procedures (pg. 9-11)
- Food Services (pg. 13-14)
- Transportation (pg. 14)

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

- On-Site Guidelines and Procedures (pg. 6-7)
- Movement of People In, Out, and Throughout Campus (pgs. 7-9)
- Use of Materials in the Classroom (pg. 9)
- Health and Safety Guideline Procedures (pg. 9-11)
- Food Services (pg. 13-14)
- Transportation (pg. 14)

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

- Liberty School Decision Tree (pg. 16)
- Designated contact tracing staff member – Staci Soares, principal. The principal will immediately notify local health officials. These officials will help determine an appropriate course of action. The principal will also notify Tulare County Office of Education to help determine the appropriate communication to be sent to families and the community.

Physical Distancing: How space and routines will be arranged to allow for adequate physical distancing of students and staff.

- Classrooms have been measured to determine the maximum number of students allowable using a 6' distance requirement (permanent classrooms, portable classrooms, library, music room, cafeteria)

- On-Site Guidelines and Procedures (pg. 6-7)
- Use of Materials in the Classroom (pg. 9)
- Health and Safety Guideline Procedures (pg. 9-11)
- Food Services (pg. 13-14)
- Transportation (pg. 14)
- Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines to the extent possible.

Staff Training and Family Education: How staff will be trained, and families will be educated on the application and enforcement of the plan.

- The plan was written with the assistance of a newly established reopening committee, which included administrators and teaching staff/LTA members.
- Staff was provided the plan via electronic and hard copy.
- Staff meetings from 8/20-9/20 have been used as a platform to discuss specific portions of the plan.
- In addition to the Liberty guidelines for safety, all staff was required to complete online Keenan Safe Schools COVID training.
- Parents were provided an electronic copy of the reopening document, it is available on the school website, and the option of receiving a hard copy from the school office is available upon request.
- Prior to in person instruction beginning staff and families will receive a review of the information, where to access the document, and an opportunity to ask questions and provide feedback.

Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

- On-Site Guidelines and Procedures (pg. 6-7)
- Health and Safety Guideline Procedures (pg. 9-11)

Essential Infection Prevention Measures - District Strategies

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the coronavirus disease (COVID-19) in the workplace.

- The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.
- Encourage sick employees to stay home.
- If identified at work and upon notification to an administrator that an employee is showing symptoms related to COVID-19, put a mask on immediately and send employee home or to medical care, as needed.
- Encourage employees to use face covers. Face coverings (cloth face cover; face shield; mask)

should be worn whenever a District employee comes within 6 feet of others. The face-covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering. If a face covering is not used due to medical or mental health conditions, a face shield should be utilized, preferably with a drape.

- Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the public who may enter school grounds and buildings.

Essential Infection Prevention Measures - Employee Responsibility

- Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees should follow the CDC guidelines for self-screening at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- If an employee has been exposed to COVID, such as in the home, they should quarantine 14 days. A test is recommended at the end of quarantine or sooner if they develop symptoms.
- An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator. If someone has an illness suggestive of COVID they should remain at home until they are symptom free.
- Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.
- Employees who test positive for the COVID-19 virus should not return to work until the following occurs:
 - At least 24 hours with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared; and
 - Provide a medical release to the District before physically returning to work.
- Employees who return to work following an illness should promptly report any recurrence of symptoms to their administrator.
- Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.
- Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
- Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.
- Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
- Employees should notify their administrator if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Fifty percent of staff will be tested each month. Testing sites in Tulare and Visalia will be provided to staff members upon request, some sites include:

COVID Testing Sites – Tulare

CVS Drug Stores:

- 1395 E. Prosperity Ave.
- 2175 E. Bardsley Ave.

Tulare VA Clinic - 1050 N. Cherry St.

COVID Testing Sites - Visalia

CVS Drug Stores:

- 3619 W Caldwell Ave.
- 1102 N Demaree St.

Kaweah Delta Health Care District Hospital - 400 W. Mineral King Ave.

Maj Medical Clinic - 5109 W. Goshen Ave.

If an employee is confirmed by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Cleaning and Disinfecting - Confirmed COVID-19 Case

- Temporarily close the general area where the infected employee worked until cleaning is completed.
- If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the coronavirus.
- District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (gloves, eye protection, or mask, as needed).

Suspected COVID-19 Exposure

In a case where an employee knew that they have been in close contact with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person. All those who have come into contact should test at the end of quarantine.

Triggers for Switching to Distance Learning

The criteria the Superintendent will use to determine when to physically close the school and prohibit in-person instruction.

- If there is an exposure in a classroom - the class will be quarantined for 14 days and return to distance learning during this time.
- If 5% of the school/District student population is positive for COVID-19, or if there are multiple cases across multiple cohorts, the entire school may be closed for in-person learning for up to 24 days.
- The District will seek assistance and guidance from the Tulare County Health & Human Services Agency (TCHSA).

Communication Plans

How the Superintendent will communicate with students, staff, and parents about cases and exposures at school, consistent with privacy such as FERPA and HIPPA. Please specifically refer to 34 CFR 99.3.

- In coordination with the Tulare County Health Officer, Dr. Karen Haught, Liberty Elementary School District will immediately utilize email to communicate with those individuals potentially exposed to the virus. All communication will be consistent with guidance from legal counsel regarding the Family Educational Rights and Privacy Act.
- The District will consult with the Tulare County Department of Public Health regarding medical topics including but not limited to tracing all contacts of confirmed cases, instructing those individuals to quarantine, temporarily closing the school site/workplace, and quarantining all employees and students.
- Liberty Elementary will conduct thorough contact tracing and quarantining measures of close contacts for confirmed cases in the workplace.
 - o The District will provide information to the Tulare County Department of Public Health regarding confirmed COVID-19 cases. This information will include, but will not be limited to:
 - Employees and students in the workplace
 - Date(s) of symptom onset
 - Departments, cohorts, and areas worked while infectious
 - o Interviews done by Liberty Elementary Administrators and possibly Tulare County Department of Public Health with each confirmed positive case to determine the contacts (anyone spending 15 minutes or more within 6 feet of the individual with COVID-19 during their infectious period).
 - Principal, Staci Soares, will act as the COVID coordinator and contact tracer. She will work the Superintendent and office staff to identify, process, and notify individuals based on exposure details. All communication and correspondence will be consistent with legal counsel as well as FERPA. (See Identification and Contact Tracing pg. 4)
 - o All close contacts to quarantine at home for 14 days from the last known contact date with the employee and/or student identified with COVID-19; as well as get tested for COVID-19 at the end of quarantine.

- o Using employment and student records, Liberty Elementary will verify areas or departments accessed on campus by individuals during their infectious period.
 - o While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion, or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- Employers must maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.
 - o Liberty Elementary will notify all employees who were potentially exposed to the individual(s) identified with COVID-19.
 - o Close contact of cases should be given instructions on home quarantining 14 days from exposure and symptom monitoring, and COVID-19 testing.
 - o Provide any employees who are sent home before or during a shift with information about what to expect after they are sent home (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion, or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
 - o In some outbreaks, but not all, employees who were never symptomatic and did not have close contact with any of the confirmed cases may continue to work, as long as the employer has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory agencies. The CPHD will make this determination based on strategies being used to control the outbreak and identify new cases.
 - o All communication will be consistent with privacy laws such as FERPA and HIPAA (34 CFR 99.3).
 - o All District employees are encouraged to report any concerns to the Principal regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
 - o The principal will assess the reported case and determine if additional guidance and/or assistance is required; and thereafter, shall contact the Superintendent who will notify essential District personnel for an appropriate response.

Additional Comments:

Liberty Elementary Guiding Principles for the 2020/21 school year:

- Protect the health and safety of students and staff
- Follow the guidelines set by Tulare County Health and Human Services Agency (County Health Department) and California Department of Education (CDE)
- Provide students with school routines for social, emotional, and academic learning
- Provide clear safety expectations for teachers, students, staff and parents during this emergency learning situation

Liberty Elementary School District will follow guidelines from the Governor's office, California Department of Public Health (CDPH), California Department of Education (CDE), the Tulare County Public Health Department, Tulare County Office of Education and best practices from other entities as closely as possible and within reason.

Resources for Completing Your Plan

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021
 School Year <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Appendix A

Criteria	Options for Students on Campus				
	Day Camp	Small Cohort	TK-2 Waiver	Elem Waiver TK-6	In-Person Instruction
Social Distancing Required	X	X	X	X	X
Face Coverings Required	X	X	X	X	X
Health Screening	X	X	X	X	X
Cal/OSHA Cleaning Standards	X	X	X	X	X
Specific number of individuals or students per cohort	Maximum of 12 Students	Maximum of 16 Individuals			
No group size limit (Social Dist.)			X	X	X
Limited to the greater - 100 students or 25% of school enrollment		X			
No mixing of cohort members	X	X			
Keep mixing to a minimum			X	X	X
Intervention/Targeted Services		X			
Core Academic Instruction			X	X	X
Requires Waiver Application and Approval			X	X	
County Statistics Required for approval				< 14 cases/100,000 population, 7 day average	< 7cases/100,000 population, 7 day average and positivity rate < 8% (Red Category and must be maintained for 2 weeks before opening)
Guidelines Website	https://files.covid19.ca.gov/pdf/guidance-day-camps--en.pdf	https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx	https://files.covid19.ca.gov/pdf/guidance-schools--en.pdf	https://files.covid19.ca.gov/pdf/guidance-schools--en.pdf	https://files.covid19.ca.gov/pdf/guidance-schools--en.pdf

Liberty Elementary School District



LIBERTY ELEMENTARY
LIBERTY ELEMENTARY SCHOOL DISTRICT

Fall 2020 Reopening Parent Guide

Equitable Access; Best First Instruction; Safety for all

As a District, we remain committed to providing best first instruction as well as access to equitable services to all of our students. Given the uncertainty of the times and the unpredictability of COVID-19 and all the ramifications of the pandemic, the Liberty Staff must be steadfast to respond to any immediate directives or changes that arise due to COVID-19. We must be able to pivot and address the safety, health, and educational needs of students and staff in a timely fashion. Given the state budget and its impact on the district budget, the Liberty Staff must be efficient in all financial decisions and practices to conduct services at high levels while being mindful of expenditures. Efficiency today will protect jobs tomorrow! Given the limited resources, all staff must ensure we are effective in lesson planning, instruction, and materials used. Students will not have the usual classroom minutes with teachers. Instruction must be as focused and deliberate as possible. Support staff must be deliberate and effective in all safety/cleaning/sanitizing/health procedures to ensure the wellbeing of all Liberty staff. Equitable practices must be implemented to address the needs of special populations in the District. Students in special populations will be provided with additional support and a specialized instructional program to address needs during this crisis.

Assumptions for reopening:

The health and safety of our students, staff, and families is of utmost importance. When the 2020-2021 school year begins, on campus school will look much different from previous years due to new health and safety measures. Liberty Elementary will develop plans to reopen schools based on guidance from public health officials and state agencies. District plans will be updated as the situation evolves.

It is important to note our district plans must focus sharply on academic instruction to enhance student performance and address learning loss. At the same time, we will do our best to maintain the extracurricular programs, electives, and athletics that are so important to the physical, mental, and social well-being of our students when it is safe to do so.

Schools have been and will be effected by funding cuts and deferrals. These funding cuts for schools will impact the reopening of school campuses. Districts are faced with increased costs to address safety measures connected to the pandemic.

Currently, the District is planning on the reopening of schools on a Full Distance Learning Model and when able to will transition to a Blended Distance Learning Model and/or Traditional On-Site Learning Model dependent on County and State guidance.

The following principles have been guiding the work:

- Protect the health and safety of students and staff
- Follow the guidelines set by Tulare County Health and Human Services Agency (County Health Department) and California Department of Education (CDE)
- Provide students with school routines for social, emotional, and academic learning
- Provide clear safety expectations for teachers, students, staff and parents during this emergency learning situation

Definitions:

- **Traditional Learning** is a form of education where students and teachers are in the same location physically during instruction.
- **Distance Learning** is a form of education in which there is a physical separation of teachers and students during instruction. In some instances, students receive materials and are provided instructional support through virtual check-ins.
- **Blended Learning** is a combination of Traditional Learning and Distance Learning. Instruction is conducted both remotely and in person.

Teaching and Learning

Teaching

We are in an emergency teaching and learning situation. Our goal is to provide students with an understanding of school routines to include social/emotional, and academic learning in the school environment. Students may receive instruction through Distance Learning or a combination of both based on need, circumstances and state mandates. Teachers will use teaching materials, styles and strategies that are familiar as well as develop new skills and methodology as appropriate (synchronous and asynchronous teaching). Teachers will incorporate Edgenuity, an online comprehensive curriculum program, to support and guide in-class instruction and distance learning. Students will be encouraged to read independently at home daily. In general, school materials must not be transferred from school to home or home to school daily.

Learning

The schedule used for this emergency is designed to meet state mandates, student needs and to limit the movement and contact of staff and students throughout the school for safety reasons. The Principal will develop a versatile schedule for the school site. The schedule may need to be modified as a response to the current health situation.

The focus of lessons will be on Math, English Language Arts (including reading and writing while imbedding Social Studies as much as possible), Science, English Language Development and Social Emotional Learning with their assigned teachers.

The library will utilize a “mobile library” system. When students are allowed to check out books, the librarian will sanitize books before re-shelving.

A waiver for PE minutes for the 2020-21 school year has been signed by the Governor.

Learning support services for students not in Special Education will be developed and delivered by the student’s teacher in collaboration with administration. Special Education students will be serviced by RSP and IRC.

Distance Learning

Distance Learning is when students are not on campus, either by state or health regulation, or by instructional design. Students who remain home due to a significant health risk will be able to access similar lessons and activities as their classmates who are on campus. Students will be

assigned a teacher and distance learning activities will be conducted by the assigned teacher. Students are encouraged to remain in the full distance learning assignment for at least a full trimester. Decisions to return will be made on a case by case basis and may transition back into the physical classroom at the trimester mark.

Edgenuity will be assigned and utilized for full time distance learning students. Teachers will be available by email, phone, or by video conference for students who are Distance Learning. Students and parents can contact the classroom Teacher or the Principal with Distance Learning questions.

DISTANCE LEARNING KEY ELEMENTS

- ★ Every student enrolled with Liberty is assigned a gmail address.
- ★ Students who need a chrome book will be issued one.
- ★ Every student regularly connects with their teacher(s).
- Teachers will connect with each student in their class daily. Connection methods will vary by age of student and family circumstances. Connection methods may include Zoom, Google Classroom, responding to emails or texts, or any other expectation classroom teachers have established that allows for monitoring of student engagement and progress.
- If teachers are not able to connect with a student within the school day, teachers will mark them “absent” for the day.
- If a student is marked absent, the school office will follow up with each family with safety calls. Unlike last spring, the California Department of Education will not waive student attendance and will be holding us accountable for your child’s attendance and participation in school.
 - ★ Teachers and students prioritize time together to focus on the most important or relevant learning.
- Teacher-Led Instruction time recommendations includes Teacher Instruction (in various forms which can be live or recorded videos) and the tasks assigned to practice and demonstrate that learning.
- Recommended times per day for Teacher-Led Instruction and Zoom/Google Meet class meetings:
 - ★ Grades TK-K: 60 minutes
 - ★ Grades 1-3: 80 minutes
 - ★ Grades 4-5: 100 minutes
 - ★ Grades 6-8: 30 minutes per teacher (Maximum 3 hours in a day)
- In addition to the Teacher-Led Instruction time allotted each day, students are to continue to engage in daily course work. Classroom teachers will direct you or your

student to the appropriate course work.

- Recommended course work time for students is:
 - * Grades Tk-K: 2 hours per day
 - * Grades 1-3: 2.5 hours per day
 - * Grades 4-5: 2.5 hours per day
 - * Grades 6-8: 2.5-3 hours per day
- * Teachers, families, and caregivers work as a team. Together, teachers and families co-facilitate learning, design consistent routines, and establish the learning environment.

Liberty teachers will be available for communication throughout the normal school day, during regular school day hours. Teachers may make themselves available beyond these times, at their discretion. Teaching staff can be contacted with questions about schedules, academics, and grading through e-mail, which we will strive to answer within 24 hours. School-wide communication will continue through automated phone calls and emails as needed.

Teachers will continue to monitor and report each student's progress towards meeting state standards, encouraging critical problem solving, collaboration, communication and creativity.

Turning assignments in on time is extremely important. Submitting work by the assigned due date is a critical part of standards-based grading and allows for teachers to provide timely, meaningful feedback. Work that is submitted after the due date may not be accepted unless previously arranged with a teacher.

Transition to Blended Learning

The district office personnel and site administration will group students by alphabet to make every effort to keep families (siblings) in the same group in preparation for the Blended Distance Learning Schedule. Students will be assigned an "A" schedule which consists of Tuesday/Thursday in-person instruction and Monday/Wednesday/Friday Distance Learning or a "B" schedule which consists of Wednesday/Friday in-person instruction and Monday/Tuesday/Thursday Distance Learning.

The goal of creating groups of students is to develop well-functioning classes that meet the learning needs of the group and the family. The following guidelines will be used to create class groups:

- Groups of students will be created by alphabet split/grade level/instructional need
- Considerations for classroom group split:
 - Family groups come in on the same day when possible with schedules
 - As a priority, students with behavior concerns should be separated
 - 'Safety over friendship' is the priority when creating groupings

- Because we understand that schedules are going to be difficult, the District will not take parent requests for days that work best for them
- Parents will be notified of their student's teacher and group placement by the office staff and administration.

On-Site Guidelines and Procedures

General Site Arrival and Dismissal Expectations

The following expectations and procedures are in place to ensure health, safety and hygiene standards are met.

In general:

- All movement around and within the site is to happen with the recommended 6-foot minimum distance.
- Students and staff are not to be in school if they show symptoms of illness and must be symptom-free with no fever (100.4 or higher) for 24 hours before returning or cleared with a physician's release. Persons with any COVID symptoms are treated presumptively as if positive for COVID-19: isolate until meet CDC criteria >10 days from symptom start, symptom improvement, no fever in at least last 24 hours. May return sooner than 10 days with negative COVID test or doctor note.
- Students are to be on campus for their assigned time only.
- Students may not enter the campus before their scheduled arrival time unless involved in the morning Kids Club program.
- Students may not stay on campus after dismissal time unless involved in the after school Kids Club program. There will no longer be an option for drop in students. Parents must register for the program prior to beginning.
- Students will follow the outlined health and safety guidelines thermal checks at arrival, masks, washing and disinfecting hands in the entrance and exit of spaces.
- Students and staff will wear a facial covering when on any school transportation until the Governor's face covering order is lifted.

The Principal will make assignments for the school's bell schedule, student arrival and dismissal times. Student drop-off and pick-up locations will also be determined by administration. Multiple locations for entry and drop off will be communicated and outlined on school maps to provide all stakeholders with clarity.

Expectations for Students

- Students will be informed on the guidelines for health and safety.
- Students will be allowed on campus at their assigned start time and will wear face masks and have a temperature check at entrance.
- Students are to enter the campus **without parents at designated entrance areas.**
- Students must wash hands where practicable or sanitize hands at a minimum when entering the classroom (gel in and gel out). There will be additional handwashing and sanitation stations.
- Students must adhere to the 6-foot distancing rule when entering and exiting classrooms.

- Students may bring only the **minimal items** needed to the classroom.
- It is important for students and parents to arrive at school on time and if participating in the morning Kids Club Program, arrive between 7am-8am.
- Students who **arrive late** must enter through the main office. Students are to check in at the office for a thermal check and then go directly to class.
- Students will be taken to their dismissal point or Kids Club by teachers and/or Kids Club Staff. Students will be released either to their assigned bus or to their parents (or designee). Staff will wait with their students until all students are picked up. To the extent possible, students will remain with their classroom cohort and/or family members, to minimize the mixing of students.
- Students in Kids Club must be signed out by a parent or other authorized person minimizing adults on the school premises.
- Administration will designate drop-off and pick-up locations.
- Students should not share water bottles or any personal items with other students at any time.

Expectations for Parents

- District parents are encouraged to bring their children to school rather than using the school bus for transportation.
- Parents of children riding the bus will wait with their child/children to board the bus. If a student is exhibiting symptoms, or has a temperature over 100.4, the parent will be asked to take the child home rather than allow them to ride the bus or attend school for the day.
- Parents are to drop students off outside of the campus. Administration and School staff will be at entrance gates to temperature check students and will ensure students get to their classes.
- Parents are encouraged to allow their student to make the last part of the journey into school independently unless delivering a reluctant student or a student that needs special assistance.
- Parents will pick students up at the areas directed by the administration.
- Please take your students' temperature daily before leaving for school. Students with a fever of 100.4 or above or who exhibit COVID-19 or flu-like symptoms **MUST NOT** be sent to school. Liberty will not have an attendance incentive this year due to COVID-19.
- Households with a member of the family who are COVID positive must quarantine until a negative result, symptom free, or 14 days after last exposure. Testing is recommended at the end of quarantine.
- During the COVID-19 pandemic, volunteers in the classrooms will not be allowed. Visitors to the school are discouraged.
- Parent engagement opportunities will be provided via Zoom or in small groups.
- Parents and/or Visitors will need to follow all district safety guidelines when arriving on campus, which may include thermal checks, distancing, and/or sanitizing.
- All parents and/or visitors **MUST** wear a face covering while on campus until the Governor's face covering order is lifted.
- Parents highly encouraged to communicate with the Health Staff at school if a student or any family member has tested positive for COVID-19.

- Parents must update contact information, check email often, visit the district website, <https://www.libertyelementary.org>, district app- Parent Square, and follow school social media platforms for updated information.

Movement of People In, Out, and Throughout Campus

All movement of students around and within the buildings is to be supervised by an adult and adhere to the recommended 6-foot distance. When students are moving around the building, they need to be taught the following expectations. These expectations must be reinforced consistently by all teachers and staff. They include:

- Everyone washes or sanitizes their hands as they enter another section of the school (gel in, gel out). They will also be encouraged to sanitize after taking off or putting on their masks.
- Stay five steps apart (6 feet apart).
- Keep hands and bodies to him/herself.
- Students must wash hands after using or exiting the restroom.
- Masks will be used except for students who cannot wear masks due to medical reasons or a disability. If a mask cannot be worn due to medical or mental health issues a face shield should be used.

Entering and Exiting the classroom

Beginning of the day:

- Students will bring their belongings with them to the classroom, including coats and bags.
- Upon entering the classroom, students will either wash or sanitize their hands, (gel in, gel out) place their coats and bags/backpacks on the back of their chair.
- Students are then ready to begin the day.

During the day:

- Students must wash or sanitize their hands upon entering the classroom; after recess/lunch and after using the restroom or any other time they enter a room.
- Each student is allowed to bring a perfume-free hand lotion to be used after sanitizing and washing hands.

End of the day:

- Students put on their coats and place their bags on their back/shoulder.
- Students wash their hands or sanitize before lining up to be taken to exits and buses.
- Students walk to the designated dismissal area while maintaining social distancing. Teachers remain with their class until all students are picked up.

Classrooms and Non-Classroom Spaces

- Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Maximize space between seating and desks. Distance teacher and other staff desks at

least 6 feet away from student desks. Establish separation of students through other means if practicable, such as, six feet between desks, barriers, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

- Implement procedures for turning in assignments to minimize contact, utilize electronic assignment submission as much as possible.
- Consider holding recess activities in separated areas designated by class/group.
- Minimize congregated movement through hallways as much as practicable. Establish additional ways to enter and exit a classroom and campus, and stagger passing times when necessary or when students cannot stay in one room.
- Students should keep masks on indoors as much as possible rather than “on and off”, especially when unable to maintain a distance of 6 feet. Students should sanitize hands after taking masks off and putting them on.
- All staff and students must wear face coverings, regardless of location, if a distance of 6 feet is unable to be maintained.

Outdoor Play

The Principal will create a revised recess schedule to provide outdoor time for all students and limit the number of students on the playground at one time. Designated staff will be on duty for every recess period at each playground.

Student expectations for outdoor play

- Students are expected to follow the school rules and cooperate when instructed and directed by staff.
- Students are expected to adhere to all new procedures to meet new guidelines for health and safety.
- Students who struggle to meet the new expectations will be provided alternative physical activities.
- Students must maintain a 6-foot distance when playing.

Use of Materials in the Classroom

Classrooms Materials

- Teachers will maintain the sanitizing of the classroom and materials during class instructional time.
- Teachers/staff should wash or sanitize their hands prior to handing materials.
- All manipulatives must be cleaned/sanitized after every group of students uses them. If they cannot be washed, they must be packed away.
- Students will have access to their own manipulatives when practicable.
- All school materials (other than electronic devices) stay at school; no home materials are to be brought to school with the exception of a pencil case.
- Students cannot bring personal toys/items to school.
- The teacher will designate learning materials for each student that will not be shared with others.

Electronic Devices

- Electronic devices must not be shared with others.
- Electronic devices may be taken home and sanitized at the end of the day.
- Students must wash hands or use hand sanitizer before and after use of electronic devices.

Other Materials

- Limit sharing of objects and equipment, such as games and art supplies to the extent practicable. When allowed, items must be cleaned and disinfected between use.
- No play dough/clay.
- Role play corners are to be disinfected after the use of every group of students.

Classroom and Main Library

- A mobile library will be utilized. Books must remain in the return box for 24 hours before wiping them and shelving them.

Health and Safety Guideline Procedures

General

- Implement screening and other procedures for all staff and students entering the facility.
- Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.
- Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- If a student is exhibiting symptoms of COVID-19, staff should communicate to the school nurse who will then 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. Any student found to be ill will be sent home.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Students or staff members who become ill at school are to report their symptoms to the health office (school nurse). The school nurse's office will be responsible for reporting suspected COVID-19 cases to county health officials. (See Addendum #1)

Handwashing and Sanitizing

- When sinks are not available, hand sanitizer will be placed inside each classroom entry door.
- Upon entering the classroom, all students will wash their hands or use hand sanitizer (gel in, gel out).
- Staff will teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.

- Staff should model and practice handwashing and monitor proper handwashing.

6-foot Distancing

- 6-foot marks will be placed before doors and on sidewalks.
- Students will enter school at the designated areas, one at a time, 6-feet apart.
- Students will be separated by a 6-foot distance throughout the school day both in the classroom and when transitioning to/from one activity to another where practicable.
- Students will exit and enter the campus from their designated areas.

Face Masks and Gloves

- Staff should teach and reinforce the use of face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable.
- Tk-2nd Teachers, speech therapists, and other specialized staff will use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Food service workers and staff in routine contact with the public (e.g., front office) will use facial coverings.
- Students will use face coverings. Face coverings are best in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.

Cleaning of Rooms

- Door handles, light switches, faucet handles etc. will be wiped down and sanitized by custodial staff daily.
- Toilets and sinks will be washed and sanitized at various times throughout the day as needed, by the custodial staff. A log for daily bathroom cleaning will be kept for each bathroom documenting date, time, and custodian who cleaned the bathroom.
- If a room has a positive COVID case it will be closed for 24 hours prior to deep cleaning.

When disinfecting, the disinfection solution will sit for 30 seconds and then the surface will be wiped dry with paper towels if still wet. The goal is to establish a sanitary baseline. The site should be 100% disinfected prior to the next day.

School Health Nurse Office

- Students who need to be sent home due to illness will be assessed and then isolated as per district health office guidelines.
- Other non-illness student health needs will be initially checked by front office staff prior to sending them to the Health Office to prevent overcrowding.
- Minor injuries or other issues will be treated when the office is clear of students with fever.

Students Illness- Parent/Guardian Messaging

Students who show signs of illness may not attend school. Please do **NOT** send your student to school if he or she is showing symptoms of illness, which could be passed onto another person.

If any member of the household has flu-like symptoms of COVID-19, do **NOT** send your student to school per the County Health Department Guidelines.

Students who show signs of illness, have a temperature of 100.4F or higher will be sent home from school. The student will wear his/her mask and the student will be isolated from the non-ill students until parent pick up. A member of administration, nurse, or office staff will follow up with a phone call to the parent to arrange immediate pick up of the ill student.

When positive cases in staff or students arise, health personnel will determine the impact of the situation, in conjunction, with the Tulare County Health and Human Services Agency to advise on the next step.

At Risk Students

Teachers and staff will monitor the emotional well-being of students in the new learning environment. Parents will be asked to share any concerns with their student's teacher. Distance Learning can be isolating and lonely at times. Maybe you will hear your child complain, "Why can't I play with my friends?" "When is the next time we can do something fun?" Perhaps your child has expressed fear, "What happens if everyone gets the virus?" or even anger "I hate the Coronavirus!" School closures and Distance Learning can have an effect on a child's social-emotional well-being.

- Their daily routines are disrupted.
- Sports and other extracurricular activities are cancelled.
- Social interactions are now limited to immediate family members and, if they are lucky, occasional video meetings with classmates and friends.

The best way to get insight into children's emotional state is to ask them! Invite them to talk about their feelings and fears. Emotional understanding is an important aspect of emotional development, and we can encourage its development by helping children name their own feelings. Listen and accept their emotions without invalidating or criticizing them.

You may have noticed changes in your child's behavior or mood. Self-regulation is another important element of social-emotional development that includes managing emotions and behavior when faced with difficult situations and transitions. Increased anger, irritability, withdrawal, clinginess, or even sleep and appetite changes may indicate that a child has strong underlying emotions they don't know how to appropriately express.

Here are some practical steps you can take to support our children's social-emotional health through this time.

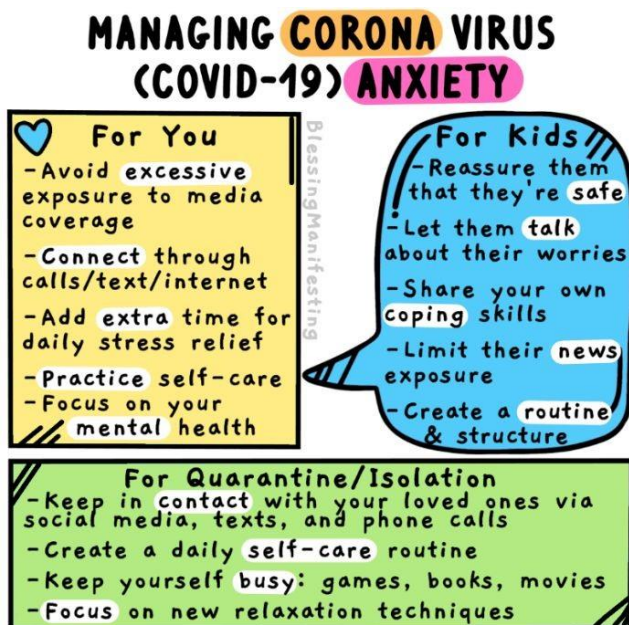
- As much as possible, establish a predictable routine and rhythm for your days.
- Prioritize spending quality time each day with your children to increase their sense of security.

- Provide regular opportunity for your children to connect with family members and friends by video, phone, or handwritten letters.
- Spend time outside, and get regular exercise.
- Encourage children to develop goals to work towards during their time at home. Maybe they want to learn a new skill like making friendship bracelets, or set a goal to support a family member by writing them a letter once per week.
- Give your child something fun to look forward to such as scheduling a game night or developing a menu for a special meal to cook together.
- Encourage children to keep a journal or blog to record their thoughts and feelings.

Finally, don't hesitate to reach out to your child's physician for recommendations and support when needed. (Adapted from Valerie Zaryczny's, The Social-Emotional Impact of Distance Learning)

Managing COVID-19 Anxiety

Along with the emotional and social stress of Distance Learning there is anxiety from the threat of contracting or a family member contracting the Corona Virus (COVID-19). The graphic below provides some information on managing anxiety caused by COVID-19.



Food Services

Meal Service Procedures

All student lunches will be eaten in the classrooms or the cafeteria with dividers separating the students.

Classrooms

- All students and staff wash their hands before eating lunch or snack.
- Lunches will be delivered by staff to the classrooms.
- Students sit at their designated spot for lunch, using dividers.
- Meal service is supervised by classified staff.
- Classified staff use the provided disinfectant and towels to clean the desks/tables after students have eaten.
- It is the staff responsibility to maintain the sanitation and cleaning of the tables before and after meals.
- After meals are consumed, place trash can outside of the classroom for custodial/maintenance staff to pick up.

Service in the cafeterias

- When service in the cafeteria is necessary, seating areas will be designated for students, maintaining social distancing including dividers.
- Students will also maintain the 6-foot distancing while picking up and eating their meals where practicable.
- Meal times will be staggered based on the student capacity to minimize the mixing of students in cohorts.
- Cleaning and sanitizing of cafeteria tables will be conducted between meals.
- Students will also maintain the 6-foot distancing while picking up and eating their meals

If USDA extends current non congregate waivers, students who are distance learning will be provided meals for days they are not on site.

Kids Club After School

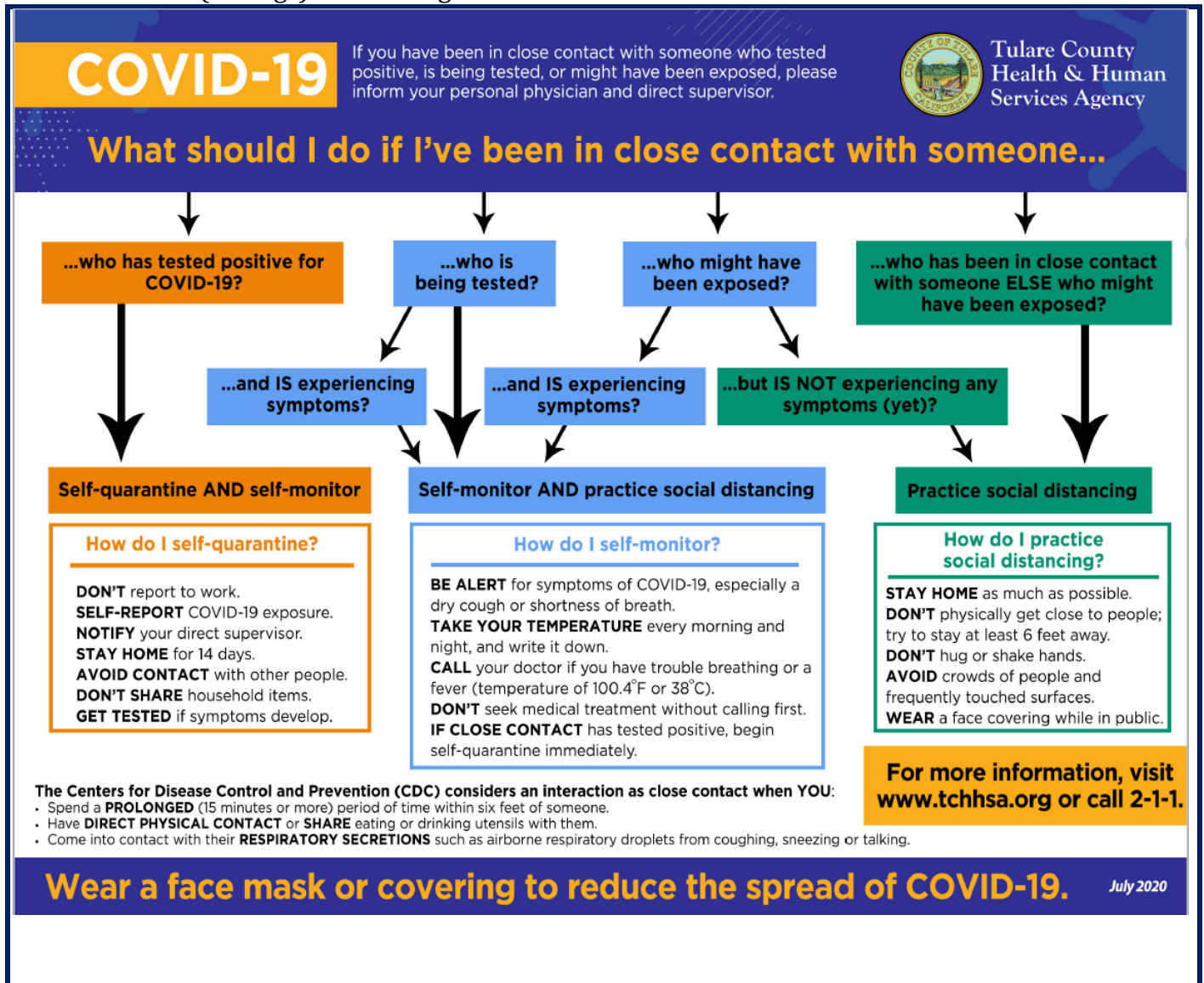
- Snacks will continue to be provided for after school participants adhering to social distancing and USDA guidelines.

Transportation

- Buses will be thoroughly cleaned and disinfected daily. Drivers will be provided disinfectant supplies and disposable gloves to support disinfection.
- Open windows and maximize space between students and the driver on school buses.
- Temperatures will be taken, via touchless thermometer, before students board the bus.
- Students and bus drivers will use cloth face coverings. Students and drivers will disinfect (gel in, gel out) as they enter and exit the bus.
- If children exhibit signs of illness on the bus, they should be seated in the back of the bus and be isolated as much as possible. Bus drivers will communicate with the school to let them know that the child might be sick, or families if it is on the way home.
- On the morning route, parents of children riding the bus will wait with their child/children to board the bus. If a student is exhibiting symptoms, or has a temperature

over 100.4, the parent will be asked to take the child home rather than allow them to ride the bus or attend school for the day.

- Families (siblings) must sit together on the bus and must wear face masks.



Liberty School Decision Tree

REGARDLESS OF COMMUNITY SPREAD

Confirmed person with COVID-19 in School Site

Assess Risk

Clean/disinfect/contract trace in consultation with local health officials

No Community Spread

- * Prepare
- * Teach and reinforce healthy hygiene
- * Develop information sharing systems
 - o Site logs with central District access
- * Intensify cleaning and disinfection
- * Monitor for absenteeism
- * Assess group gatherings and events
 - o consider postponing non- critical gatherings and events
- * Require sick students and staff to stay home
- * Establish procedures for someone becoming sick at school
 - o Refer to student flowchart

Monitor changes in community spread

Minimal to Moderate or Substantial Community Spread

Is Community spread Minimal to Moderate or Substantial?

Minimal to Moderate Spread

- * Coordinate with local health officials
- * Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building.
- * Consider ways to accommodate needs of children and families at high risk.

Substantial Spread

Implement Extended School Dismissals

- * Classroom goes home when there is a confirmed case.
- * School closes if multiple cohorts have positive cases, or 5% of school is positive.

