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Dear Parent/Guardian:

In consultation with Kern County Public Health officials, Kern County Superintendent Office of Education, and the RSD Board of Trustees, our district has made the decision to reopen our facilities for in-classroom instruction starting August 6, 2020.

We know that the process of reopening and adapting to a combination of in-person and online instruction, and a host of new procedures, will be challenging. But, as we have done throughout this ordeal, we will work together, persevere, and make sure our students are supported in every way possible.

That support begins with you at home. If your child has COVID-19 or is exhibiting any symptoms, please follow all public health guidelines relating to their care, and keep them home from school. Students' return will depend on each individual situation. According to CDC guidelines, you can be with others 14 days after symptoms first appear. We strongly encourage students to see their primary doctor if they are ill and follow their guidance on returning to school.

As we have shared previously, we are following the guidelines provided by the public health department. These guidelines include ensuring all individuals maintain physical distance (six-feet of space between all individuals) and all individuals wear face coverings.

We want to take this time to thank you for your patience and understanding during this difficult time. As you know, the public health situation can change at any time. Our commitment to you is that we will do everything we can to keep our students and staff safe, and to share updates with our community as we move forward.

We are looking forward to reopening and seeing your child again on August 6, 2020.

Sincerely,

Rosa A. Romero, Interim Superintendent

RICHLAND SCHOOL DISTRICT COVID-19 RETURN TO SCHOOL PLAN AND PROCEDURES

PURPOSE: The Richland School District COVID-19 Return to School Plan is being put in place to describe to parents, students, and staff what will be required in order for RSD to return to school in August of 2020. This plan also describes what the procedure will be for the school to remain open and how the District will handle a positive test for COVID-19. This plan will take the collective effort and adherence of all involved with the Richland School District in order for it to be successful. This plan will be reviewed by both Classified and Certificated personnel, along with Management, and our elected School Board.

This plan will be a fluid document and will be improved and modified as needed during this ever-changing COVID-19 pandemic. We are actively planning to reopen in a manner consistent with the reopening guidance released by the California Department of Public Health (CDPH) and the California Department of Education (CDE).

We continue to collaborate with local area school districts, Kern County Superintendent of Schools (KCSOS), Superintendents in Kern County, State Superintendent (CDE), Centers for Disease Control and Prevention (CDC), and State Governor. As we receive additional information, the most updated information will be added and RSD will modify this plan accordingly.

TABLE OF CONTENTS

- I. Educational Options for the 2020-21 School Year**
- II. Grading**
- III. Attendance Expectations**
- IV. Extracurricular Activities**
- V. Daily Health Screenings**
- VI. Bus Rider Students**
- VII. Sick Student on Campus**
- VIII. Student Daily Required Disinfecting Routines**
- IX. School Campus Required Disinfecting Routines**
- X. Social Distancing Routines**
- XI. Personal Protective Equipment-Masks**
- XII. Parent Responsibilities**
- XIII. Procedures for a Probable or Positive COVID-19 Test**
- XIV. DISCLAIMER**

I. Educational Options for the 2020-21 School Year
AA/BB Hybrid Schedule:

TK-6th Grade

ELEMENTARY	
AABB Monday/ Tuesday - Thursday/ Friday	
7:45-8:00	Breakfast / Routines
8:00-10:00	<i>2 hours of instruction</i>
10:00-10:15	Recess/*Break
10:15-12:15	<i>2 hours of instruction</i>
12:15-12:30	Dismissal/Grab & Go for Students
12:30-1:45	*Teacher prep/lunch
1:45-2:45	Distance Teaching
2:45 - 3:00	*Break

7th & 8th Grade

Junior High	
AABB Monday/ Tuesday - Thursday/ Friday	
7:15-7:50	Zero Period
8:00-8:39	1st Period / Breakfast
8:42-9:17	2nd Period

9:20-9:55	3rd Period
9:58-10:33	4th Period
10:33-10:45	*Break
10:48-11:23	5th Period
11:26-12:01	6th Period
12:04-12:39	7th Period
12:42-1:17	8th Period
1:17	Dismissal/Grab & Go for Students
1:17-2:00	*Teacher Lunch
2:00-3:00	Distance Teaching

Distance Learning Plan:

- Parents will have the option of having their children continue to receive their education via the Distance Learning Model.
- Registration for Distance Learning will be available on rsdshafter.org
- **Student Expectations TK-6:**
 - 60-90 minutes of live interaction with teachers daily, including:
 - Daily morning meeting for wellness check-in and overview of the day
 - The daily 30-minute lesson, alternating between ELA and Math
 - Twice-weekly 30-minute small group sessions
 - 60-90 minutes of independent work daily, including:
 - 30 minutes of reading daily
 - 30-60 minutes of independent work daily, submitting assignments online
 - At least 30 minutes of movement and exercise daily
 - Ability to reach teacher virtually during office hours
 - Additional intervention support provided by an aide or specialist based on individual need
 - School supplies will be provided in the classroom and at home.

- **Student Expectations 7-8:**
- Up to 90 minutes of live interaction with teachers daily (e.g., Socratic seminars for history classes, math workshops, collaborative learning time), including:
 - Two 30-minute sessions of live academic instruction daily
 - Daily 30-minute advisory period (wellness check-in and homeroom)
- Up to 120 minutes of asynchronous, recorded lessons and online assignments daily, including:
 - Four 30-minute sessions of recorded academic instruction daily
 - Additional work
 - At least 30 minutes of reading daily
 - At least 30 minutes of movement and exercise daily
 - Ability to reach teacher virtually during office hours (at least twice weekly)
 - Additional Learning Block time to be used for:
 - Intervention support provided by an aide or specialist based on individual need
 - Independent work-study groups, electives, and clubs depending on school schedules
 - School supplies will be provided in the classroom and at home.
- **Family and Student will:**
 - Set up a learning space that is free of distractions
 - Inform the school of any difficulties accessing technology

Hybrid Learning Plan:

- Our students will attend school two days a week and will work the other three days from home. Teachers will be meeting virtually with students every day.
- In addition to scheduling, all desks will be moved six-feet apart and students will enter and exit the classroom in the same direction
- We will also incorporate time into the instructional day to wash hands and continue to reinforce hand washing and sneeze/cough etiquette.
- All students will have a laptop issued to them.
- All students will have access to Canvas to receive assignments.
- The district is attempting to make sure that the laptops connect to the internet. (Parents must notify the district if they do not have WiFi access.)
- **Student Expectations:**
 - Students will attend school on their scheduled days
 - During Distance Learning days students will check in with teachers daily and complete online work.
- **Family and Student will:**
 - Set up a learning space that is free of distractions
 - Inform the school of any difficulties accessing technology

II. Grading

- Grading will be based on the level of mastery of Common Core Standards.
- TK-2 grades will be based on a rubric and numbers will be issued.
- Letter grades will be issued for 3-8 grades.
- Students will be required to attend online meetings and complete online work.
- Students attending school physically are expected to complete in-class assignments.
- If a student is too ill to complete assignments they will be allowed to submit work at a later time and will receive an incomplete "I" as a grade until assignments are completed.

III. Attendance Expectations

- When a student is absent, the student's parent/guardian will 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.
- If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal will work with the student and parent/guardian to find alternative means of instruction, which may include distance learning, printed class assignments, or other reasonable means.
- When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the attendance clerk or attendance supervisor will attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

IV. Extracurricular Activities

- Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, will not be held until it is safe to resume such activities.
- When deciding whether an activity may resume, Richland School District may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

V. Daily Health Screenings

- Parents will be expected to screen their children each day before school.
 - Check temperature. Any child with a temperature above 99 degrees should be kept at home.
 - Check for any cough, difficulty in breathing, body aches, and any loss in appetite or taste. If a child has any symptoms, they should be kept home.
 - If a child is sick in any way, the parent should keep the student at home.
- On a daily basis, the school will make every effort to take the temperature of all students coming onto our campus. Any student with a temperature of over 99 degrees will not be allowed to attend school that day. A parent or a valid babysitter must be available and will be contacted for child pick up.

- Schools will make every effort to take a verbal health screening of children.

VI. Bus Rider Students

- Parents are encouraged to bring students to school and avoid riding in school buses.
- In order to maintain social distance on busses, each bus will only carry approximately 12-14 students.
- Busses will be disinfected before and after each trip.
- Parents must ensure their children do not board the bus ill.
- Students will be allowed to carry “Grab and Go” lunch bags but they cannot eat until they disembark from the bus.
- Students may be required to wear a mask while boarding and riding the bus. Siblings from the same home can sit together on the bus.
- The bus will load students from back to front while boarding and will release from front to back while disembarking to avoid students crossing paths.
- Please plan on occasional delays to pick up and drop off times as we work through the new schedule.

VII. Sick Student on Campus

- Any child that is feeling ill during school hours will be quarantined in the Health Aide’s classroom.
- Parents will be contacted and students must be picked up immediately.
- The Health Aide will take all precautions and be dressed appropriately.
- Any symptoms that resemble COVID-19, Flu, or Cold will be treated the same as all signs and symptoms look the same.
- Students with known exposure to someone diagnosed or presumed positive for COVID-19 must self-quarantine at home for 14 days.
- Families are strongly encouraged to keep in contact with their site administrator to ensure their child’s education continues.
- Students with flu or cold symptoms will be managed on an individual basis.
- Per the public health department, families will be notified if a student or staff member is diagnosed with COVID-19 and precautions will be taken according to Kern County Public Health guidelines.

VIII. Student Daily Required Disinfecting Routines

- Students should wash their hands with soap and warm water for at least 20 seconds before they leave for school.
- Students must use hand sanitizer when they arrive at school.
- Students will be required to use hand sanitizer and/or wash their hands several times a day.

- Students will be required to sneeze or cough into their sleeve, tissue, or handkerchief, then immediately sanitize their hands. Students may be sent to the Health Aide.
- Students will sanitize their hands each time they come back from the bathroom.
- Students will sanitize their hands each time they come into a classroom or office.

IX. School Campus Required Disinfecting Routines

- All school facilities will be disinfected daily.
- Sanitization of each campus will occur each Wednesday.
- Door handles will be disinfected several times a day.
- Hand sanitizer will be provided throughout the campus.
- Children will be allowed to bring their own hand sanitizer.

X. Social Distancing Routines

- There will be one entrance for students to enter the campus.
- Students' temperature may be taken upon entry of the school.
- Students will practice social distancing, standing 6 feet away from each other.
- Students will be seated 6 feet apart in their classroom.
- A/B Cohort class sizes will be between 12 - 15 students.
- Recess time will be staggered and will resemble more of a "break" than a "recess."
- No recess equipment will be allowed as sharing items is not allowed.
- Richland School District will attempt to not have students cross paths with each other or have them gather in groups.
- Departure/exiting school will be staggered per grade-level.
- 4th - 8th grade students must not remain after school to socialize. They are to leave campus immediately after dismissal.

XI. Personal Protective Equipment-Masks

- Staff will be required to wear a mask to prevent the spreading of droplets.
- Kitchen and Custodial staff will wear masks and gloves when handling student items.
- Students will be required to wear a mask unless it is determined that there is a medical or sensory issue that prohibits them from wearing a mask.
 - Not wearing a mask must be agreed upon between parents and the Student Study Team (a 504 may be issued.)
- Students may wear a clear shield should they choose to, but it must come from home.
- Students are allowed to bring their own masks from home.
- Richland School District will provide disposable masks to those students that do not have a mask for that school day.

XII. Parent Responsibilities

- Health screen children every day.

- Have a plan for child care when children are not in school.
- Have a plan for immediate child pickup upon school request.
- Monitor student online assignments.
- Create a workspace for online learning.
- Contact your child's school site for any technology issues, including a lack of device or connectivity.
- Communicate with the child's teacher regularly.
- Keep informed by reading fliers sent home, visiting the www.rsdshafter.org website, and receiving automated phone calls from the district office.
- Have a plan for child care should the school have to close for a period of time due to a positive COVID-19 test on campus.
- Be prepared for a 14 day quarantine period should you or your child be exposed to COVID-19.
- Disinfect backpack and school supplies daily.
- Students must be prepared to learn.
- While RSD recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings.
- School visitors and volunteers **will not be allowed** on campuses until COVID-19 is no longer a threat.
- Parents must provide the school with current contact information including phone numbers and addresses.
- Parents must provide the school with updated emergency contact information which includes family members with phone numbers and addresses.

XIII. Procedures for a Probable or Positive COVID-19 Test

- If it is determined that a Richland School District staff member or student had an interaction with a person that tested positive for COVID-19, that staff member or student will be asked not to return to work/school until it is determined that they have not contracted the virus.
- Should an RSD staff member or student test positive for COVID-19 the campus will be closed until it is determined who may have been in contact with that individual.
 - The health department will then contact those individuals.
- The campus or portions of the campus will remain closed until it is determined that the area or areas can reopen according to Health Department recommendations.
 - All students and staff will immediately begin Distance Learning.
- If allowed by the Health Department some portions of campus may be closed while others remain open.

- RSD will alert the staff and families that were in contact with that staff member or student of a positive COVID-19 test.
- The campus will receive a deep cleaning after a positive COVID-19 test is determined.
- A person with a positive COVID-19 test will not be allowed to return to campus until it is determined by a doctor or Health Department that the person is free of COVID-19 and it is safe to return to school.
- Students will be required to complete all assignments via Canvas while healthy enough to do so to maintain proper academic standings should they be quarantined. Should a student be too ill to complete assignments he/she will be allowed to make up the work at a later time.
- All RSD staff members will be afforded their leave rights as stipulated in the *“Families First Coronavirus Response Act: Employee Paid Leave Rights.”*
- RSD will not act on “rumors” of someone having COVID-19.
- RSD will follow all HIPAA Privacy Rules and not disclose names of persons determined to be quarantined or have tested positive for COVID-19.

XIV. DISCLAIMER

- **The Richland School District will do everything within its power to keep all students and staff free of exposure to COVID-19 while on campus, however, there is no guarantee that exposure will not occur on our or any school site. As of today, there is no way to determine if someone on campus is asymptomatic and not displaying any signs of COVID-19 yet carrying the virus. RSD also has no control over what students, staff, and their families do after they leave the safety of the school. The possibility of exposure by a significant number of students and/or staff is inevitable if safety precautions are not being met outside of campus. Our hope is that everyone will follow the appropriate procedures and protect themselves when off campus with masks and sanitizing and communicate with us when they may have been exposed to COVID-19. With that being said, as parents, if you have any concerns with possible exposure to COVID-19 on campus it is Richland School District’s recommendation that you choose “Distance Learning Plan” as your educational option until you are ready to have your student return to school. COVID-19 is very contagious and there is currently no vaccine or therapeutics to battle this virus. As parents, you must do what you feel is best for your family when it comes to education and safety. Richland School District cannot guarantee that exposure to COVID-19 will never occur on our campus and as parents, you must acknowledge that sending your child to school will carry with it the danger of possible exposure and contraction of COVID-19.**