

2021-2022

WASHINGTON COLONY ELEMENTARY SCHOOL DISTRICT

Fall Reopening Plan And COVID-19 Student/Parent Handbook



**130 E. Lincoln Ave
Fresno, Ca 93706
(559) 233-0706**

All procedures and protocols established in this handbook are subject to change based on any changing data related to COVID-19 and mandates set forth from The Centers For Disease Control and Prevention, California Department of Public Health, Fresno County Superintendent of Schools, and Fresno County Department of Public Health.

Table of Contents

Reopening Statement & Health and Safety.....	1
Masking Guidelines & Visitor Restrictions	2
Academic Success.....	3
Social Emotional Support, Attendance & Teacher Communication.....	4
Breakfast and Lunch.....	5
Transportation/ Bus Passes & Campus Cleanliness.....	6
After-School Program.....	7
Return to School Prevention and Guidance for Schools Fresno County Department of Public Health’s Best Practice.....	8
Early Out Bell Schedule.....	9
Regular Bell Schedule.....	10

Guiding Principles for Reopening Schools

This **Student/Parent COVID-19 Handbook** was designed by the Washington Colony Elementary School District (WCESD) to set forth standards and protocols for the safety and well-being of WCESD employees, students, parents, staff, instructional aides, After-School Program and any other persons accessing WCESD office and school settings. Its contents are to be implemented organization wide. This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

The Office of the Washington Colony Elementary School District (WCESD) is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us. In addition, all students and parents are expected to adhere to the standards and protocols contained in this document.



Reopening Statement:

Based on the safety guidelines set forth by the Centers For Disease Control and Prevention, California Department of Public Health, Fresno County Superintendent of Schools, and Fresno County Department of Public Health we have developed the following handbook to address all questions and concerns regarding the operations of the Washington Colony School District under COVID-19 restrictions

Health and Safety:

A. Procedures, Protocol and Student Screening

Washington Colony encourages students and visitors to self-certify their health prior to entering Washington Colony office and school settings as a preventive measure to mitigate the spread COVID-19 and to promote good health.

On a daily basis, Parents/Guardians should be mindful of the following symptoms prior to sending their child to school: We ask students who are exhibiting any of the following symptoms to stay home until symptoms subside.

- * Fever above 100.4 *Cough *Shortness of Breath or difficulty breathing
- *Sore Throat * Congestion/Running Nose *Muscle Pains
- *Fatigue *New loss of Taste/Smell *Headache

- If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the student can continue to attend school and follow precautions as stated above.
- If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
- If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor and report illness to the school immediately.
- Any student exhibiting any COVID-19 Symptoms while on campus will be taken to an isolated room designated for these students. Adequate supervision will be provided, and parent contact will be made to pick that student up.

Masks:

Face coverings must be used in accordance with **CDPH guidelines** unless a person is exempt as explained in the guidelines. Face masks/Coverings will be a requirement for all students in indoor settings. All masks must be within dress code policy. For parents who visit the office must wear a face mask/ covering. There will be exceptions and modifications on a case-by-case basis adhering to any medical conditions or restrictions in which a mask or face covering may be counterproductive. Parents will have the option to send students with a clean cloth mask each day or opt to use the mask provided by the district.

Signage and floor markings:

Signage will be placed throughout the offices and school:

- a. Health and Safety Stations
- b. Reminders re: handwashing, face coverings and students not sharing school supplies or lunch.
- c. Protocol and phone number at all entrances alerting visitors to report to the front office.

Visitor Restrictions:

The safety of our staff and students remains the district's primary concern. To help prevent the risk of exposure to our staff and students, we are not having any visitors on campus or in the classrooms.

B. Classroom Setup and Configuration:

All classrooms will have a designated area for students to wash hands and teachers will provide ample time throughout the day for this to occur

Students will not be permitted to share any computers, lunch, (**Students will not be able to use microwave**) or any other school materials.

Each child's belongings will be separated and in individually labeled storage containers, cubbies, or areas. Student's belongings should be taken home each day to be cleaned.

Recess: Students will be provided ample breaks throughout the day consistent with recess/break minutes from the regular school schedule. Staggered break times will be implemented for students.

Restroom Use: Student restrooms will be appropriately stocked with hand soap and paper towels. As this is considered a "common area" Washington Colony will ensure it is cleaned and sanitized accordingly. Students will use the restroom according to their classroom wing area. Restrooms will be disinfected frequently during the day and day/time of each cleaning rotation will be recorded.

Academic Success

Assessment

Formative (Informal) Assessment

In order to inform instruction and gauge student learning, Washington Colony will continue to monitor progress throughout the year. Frequent formative or informal assessments based on standards taught will be used to inform instruction for all students including students with special needs. The design of the assessment for special needs students is based on the same rigorous standards as all students but in a comprehensible format for individuals to measure their performance.

Trimester Benchmarks

Trimester benchmarks will be adjusted to align to the essential standards addressed during the blended model of instruction. Trimester benchmarks include ELA-ELD, mathematics, and writing. Additionally, TK-5 administers running records to measure growth in reading skills.

Accelerated Reader, Accelerated Math and Freckle ELA and Math

Literacy growth and critical thinking skills are addressed through Accelerated Reader and Accelerated Math. It is important for students to read daily and continue to take AR quizzes at home during their off-site time. Freckle ELA and Math are interactive skill building programs aligned to each student's instructional level.

Grading Procedures

Washington Colony will continue to issue report cards every trimester in kindergarten through eighth grades. Progress reports will also be issued regularly to all students.

Students will be held accountable for all work.

In grade 1 to grade 8, the grading scale is as follows:

A	=	90 to 100 percent
B	=	80 to 89 percent
C	=	70 to 79 percent
D	=	60 to 69 percent
F	=	59 percent and below

Social Emotional Needs:

Washington Colony recognizes that the various changes associated with our current situation could impact the social and emotional health of our students. As we all transition to a new normal, Washington Colony is committed to supporting our community. Our District has a team of psychologists, mental health providers, A School Counselor and All 4 Youth behavioral counseling experts ready to support and provide resources where needed. If your child needs assistance, please contact Mrs. Maria Quintero, or Mrs. Evelyn Diaz by phone (559) 233-0706.

Attendance

Teachers of record will maintain attendance within their advisory period of class each day. Students should adhere to bell schedules included on pages 9 and 10 for class start times.

Communication: Student/Teacher or Parents/Teacher:

Communication between the teacher, student, and/or parent is available for questions, concerns, or support. Teachers will provide students/parents with their email address and a contact telephone number with the times they are available to receive calls.

Many times, parents call during school hours wanting to speak with a teacher and/or other staff member. Once the bell rings, the teacher is occupied with their class and cannot be distributed. You may call and leave a message or be transferred to their voice mail. You may also email using the following format:

FirstnameLastname@washingtoncolony.org

Breakfast and Lunch:

During all preparation of meals, the Child Nutrition staff will wear clean aprons, gloves and face coverings. All surfaces will be sanitized daily before and after use and whenever needed. Students will continue to be provided with a nutritious meal 5 days a week.

- Breakfast will be served in the cafeteria for all students Preschool-8th grade
- Lunch will be served in the classroom for students in TK-2nd grade
- Lunch will be served in the cafeteria for students in 3rd-8th grade
- The students must take all items offered
- All items not eaten must be thrown away, no items may be kept for later consumption.
- Students will wash/sanitize hands before and after each meal. Each child will be responsible to clean and dispose of food wrappers and any remaining food
- Staff will use gloves if assistance is needed to open food containers for any student.
- Food cannot be shared with other students. No microwave use will be allowed.
- No access to water fountains, water bottles will be given to students

If your child(ren) requires a meal from home due to a medical reason, please contact Irene Keener (Washington Colony Food Consultant) to arrange this.

Application for free or reduced priced meals:

Washington Colony Elementary School District will be participating in an alternative program available through the National School Lunch and School Breakfast Programs called Provision 2 for the 2021-2022 school year.

Schools that participate in Provision 2 can provide healthy breakfast and lunch each day at no charge for all students enrolled in our school during the 2021-2022 School Year.

It is crucial for all households of the Washington Colony Elementary School District to complete and return the blue application that was mailed out. This allows us to continue to provide the best educational programs for our students.

Lunches from home will be permitted however students will NOT have access to microwaves to heat their food.

Transportation and Bus Passes:

For the 2021-2022 School Year, any parent requesting transportation will need to fill out a new bus rider pass located in the district office. Parents will receive a call stating when they are clear to ride and what their pickup and drop off time would be on the route.

Reminders– bus riders must ride the bus to and from school at least 3 or more times per week. Failure to do so may eliminate your child’s name from the bus rider’s list. Unacceptable behavior can remove your child from the bus. The district office receives many parent calls when children are being dismissed, indicating there is a change in transportation or that the parent is picking their child up from school. In return, we must interrupt the classroom to get this message to the teacher and/or child. At times we receive these calls when the class has left to board the bus. All calls regarding your child’s transportation issues must be taken care ahead of time and the district office must be notified of any changes at least 1 hour before the dismissal time.

Campus Cleanliness:

As we work to create the safest learning environment for our students, staff, and community we will continue our regular cleaning and sanitation schedule. The health and safety of staff and students is the single highest priority. All teachers and staff will be equipped with cleaning, sanitation, and disinfectant supplies

All staff will implement regular cleaning and disinfecting procedures throughout the day. High-touch surfaces in all common areas, including door handles, light switches, front office area and restrooms, will be cleaned daily. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected. Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean and disinfect. Disinfecting supplies are available to staff in designated areas. All classrooms and bathrooms are fogged with probiotic spray. This probiotic fogging is not a substitute for disinfecting with a product on the EPA list of approved disinfectants but is an additional step to eliminate biofilm that can protect bacteria and viruses. Only approved Environmental Product Agency (EPA) products will be used to disinfect.

After School Program (Expanded Learning Program):

Helping students to maximize their education is our priority. We know this is possible, with the help of teachers, administration and, most of all, parents. The After-School Program provides homework assistance and offers academic as well as enrichment classes supporting the classroom curriculum from the minute, they leave their classroom until 6:00 PM. Our program is free to all 1st – 8th grade students enrolled in our school.

Washington Colony will adhere and follow all procedure/protocol as the district related to COVID-19 mitigation. This includes mask mandates for all students and staff in an indoor setting unless a person is exempt as outlines in the guidelines. We will also continue routine and frequent sanitation of common areas used during program hours.

Daily attendance is required of students participating in the Expanded Learning Program. The Expanded Learning Program requires programs stay open until 6:00 p.m. and for 15 hours per week. However, it is understood that family commitments, health-related appointments, other outside activities, or safety issues will occur during the Expanded Learning Program hours. For occasions such as these, you may request an early release time for your student to be picked up from program.

California Education Code Section 8483(a) states that: 1. Every Expanded Learning Program shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6:00 p.m. on every regular school day. 2. It is the intent of the Legislature that elementary school and middle school or junior high school pupils participate in the full day of the program every day during which pupils participate, except as allowed by the early release policy pursuant to subparagraph (B)of paragraph (1) of this section or paragraph (2) of subdivision (f) of Section 8483.76.

Please see the After School Program Director during After School program hours for questions or concerns.

Director:

Isaac Jaura

Email: isaacjaura@washingtoncolony.org

Phone: (559) 417-3941.

COVID-19 PREVENTION & GUIDANCE FOR SCHOOLS

FRESNO COUNTY DEPARTMENT OF PUBLIC HEALTH BEST PRACTICES AND ADDITIONAL RESOURCES:

- Implement universal face coverings for all students, teachers, and staff indoors
- Assess adequacy of ventilation in all indoor school settings
- Keep windows open and circulation on during bus rides
- Maintain capacity for isolation of symptomatic students in a room with a separate entrance when they are on campus with staff with appropriate PPR immediately available.
- Cleaning and disinfecting all used facilities each day
- In classrooms desk should be cleaned and disinfected
- Centers for Disease Control and Prevention (CDC)
- Fresno County Department of Public Health
- California Department of Education
- California Department of Public Health

EARLY OUT BELL SCHEDULE (MONDAYS) 2021 – 2022

<i>TK - Kindergarten</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:10a	
Recess		10:10a – 10:35a
Instructional Time	10:35a – 11:10a	
Lunch		11:10a – 11:55p
Instructional Time	11:55p – 1:30p	
Dismissal Time:		1:30pm

<i>Grades 1 – 2</i>		
First Bell		8:20a
Instructional Time / PE	8:25a – 10:00a	
Recess		10:00a – 10:15a
Instructional Time	10:15a – 11:20a	
Lunch		11:20a – 11:55a
Instructional Time	11:55a – 1:30p	
Dismissal Time:		1:30pm

<i>Grade 3</i>		
First Bell		8:20a
Instructional Time / PE	8:25a – 10:00a	
Recess		10:00a – 10:15a
Instructional Time	10:15a – 12:00n	
Lunch		12:00n – 12:35p
Instructional Time	12:35p – 1:30p	
Dismissal Time:		1:30pm

<i>Grade 4</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:15a	
Recess		10:15a – 10:30a
Physical Education	10:30a – 11:00a	
Instructional Time	11:00a – 12:00n	
Lunch		12:00n – 12:35p
Instructional Time	12:35p – 2:15p	
Dismissal Time:		2:15pm

<i>Grade 5</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:15a	
Recess		10:15a – 10:30a
Instructional Time	10:30a – 11:30a	
Physical Education	11:30a – 12:00n	
Lunch		12:00n – 12:35p
Instructional Time	12:35p – 2:15p	
Dismissal Time:		2:15pm

<i>Grades 6 – 8</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:25a	
Break		10:25a – 10:40a
Instructional Time	10:40a – 11:40a	
Lunch		11:40a – 12:15p
Instructional Time	12:15p – 1:15p	
Instructional Time	1:15p – 2:15p	
Dismissal Time:		2:15pm

REGULAR BELL SCHEDULE (Tuesday-Friday) 2021 – 2022

<i>TK-Kindergarten</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:10a	
Recess	10:10a – 10:35a	
Instructional Time	10:35a – 11:10a	
Lunch	11:10a – 11:55a	
Instructional Time	11:55p – 1:25p	
Recess	1:25p – 1:45p	
Instructional Time	1:45p – 2:30p	
Dismissal Time:		2:30pm

<i>Grades 1 – 2</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:00a	
Recess	10:00a – 10:15a	
Instructional Time	10:15a – 11:20a	
Lunch	11:20a – 11:55p	
Instructional Time	11:55p – 1:15p	
Recess	1:15p – 1:25p	
Instructional Time	1:25p – 2:30p	
Dismissal Time:		2:30pm

<i>Grade 3</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:00a	
Recess	10:00a – 10:15a	
Instructional Time	10:15a – 12:00n	
Lunch	12:00n – 12:35p	
Instructional Time	12:35p – 1:15p	
Break	1:15p – 1:25p	
Instructional Time	1:25p – 2:30p	
Dismissal Time:		2:30pm

<i>Grade 4</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:15a	
Recess	10:15a – 10:30a	
Physical Education	10:30a – 11:00a	
Instructional Time	11:00a – 12:00p	
Lunch	12:00n – 12:35p	
Instructional Time	12:35p – 1:45p	
Break	1:45p – 1:55p	
Instructional Time	1:55p – 3:15p	
Dismissal Time:		3:15pm

<i>Grade 5</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:15a	
Recess	10:15a – 10:30a	
Instructional Time	10:30a – 11:30a	
Physical Education	11:30a – 12:00p	
Lunch	12:00n – 12:35p	
Instructional Time	12:35p – 1:45p	
Break	1:45p – 1:55p	
Instructional Time	1:55p – 3:15p	
Dismissal Time:		3:15pm

<i>Grades 6 – 8</i>		
First Bell		8:20a
Instructional Time	8:25a – 10:25a	
Break	10:25a – 10:40a	
Instructional Time	10:40a – 11:40p	
Lunch	11:40p – 12:15p	
Instructional Time	12:15p – 1:15p	
Instructional Time	1:15p – 3:15p	
Dismissal Time:		3:15pm