



ALEJANDRO RUVALCABA, Superintendent

June 30, 2020

Dear Rosemead Community,

The Rosemead School Board of Trustees, district administration, and staff hope that you are all safe and well. The Coronavirus (COVID-19) pandemic has caused a great deal of disruption to all of us. As outlined in our District Mission Statement, our commitment to providing a challenging academic environment has not wavered. Through school dismissal and closure, we have continued to strive to provide high quality learning experiences and support, through distance learning, for all of our students.

We know that you have many questions regarding the 2020-2021 school year. *We are planning to safely reopen our schools in the fall for students and staff. Below we outline a flexible plan that will allow us to respond to the various stages and phases of the Recovery Maps outlined by the California Department of Public Health and the County of Los Angeles Public Health Department.* This plan was developed collaboratively by a district task force consisting of parents, support staff, teachers, and administrators using guidance from our local, state, and national education and safety partners. We also relied heavily on the data from our Reopening of Schools Parent and Staff Survey data.

First and most importantly, the reopening of school in the fall will be under the guidance of the County of Los Angeles Public Health Department, the Los Angeles County Office of Education, and other local and state partners. The Rosemead School District holds the health and safety of our students and staff a top priority. The plan that follows takes that into account and is adaptable based on the stage of recovery we are in as identified by the County of Los Angeles Public Health Department. Our plan summarizes the instructional model we will provide based on each phase of the county's Roadmap to Recovery.

There is no way to predict how the number of COVID-19 cases will change as a result of the easing of the "Safer at Home" mandates and the reopening of the economy. The plan we outline must be flexible to changes according to guidance from the County of Los Angeles Public Health Department. It is important to note that many things can change from the time of the publishing to the scheduled first day of school Wednesday, August 19, 2020. Any and all of those changes will be reflected in future updates to this guidance.

We value your input and would like to gather further input and feedback regarding our plan to reopen schools. We will be hosting several one-hour community input forum as outlined below. We also plan to send out another survey to gather additional input from you. The one hour online virtual forums will include a brief overview of the information presented in this letter and an opportunity for you to ask questions and express concerns.

Tuesday, July 7 – 5:00 p.m. (English) <https://tinyurl.com/yatwn5k9>
Tuesday, July 7 – 6:00 p.m. (Spanish) <https://tinyurl.com/y7aqxxe7>
Wednesday, July 8 – 5:00 p.m. (Chinese) <https://tinyurl.com/y7r9lpat>
Wednesday, July 8 – 6:00 p.m. (Vietnamese) <https://tinyurl.com/yc5lywpx>
Thursday, July 9 – 3:00 p.m. (English) <https://tinyurl.com/yaz57bsh>

Respectfully,

Alejandro Ruvalcaba
Superintendent

Fax Numbers:

Human Resources: 626-307-6148 • Education Services, Special Education & Student Support Services: 626-312-2913
Child Development & Nutrition Services: 626-307-6178 • Business Services & Superintendent's Office: 626-312-2906

HEALTH AND SAFETY

PRIORITIES:

We shall follow guidelines set forth by the California Department of Public Health, the County of Los Angeles Public Health Department, and the California Department of Education and ensure that all students, staff, and community members remain healthy and safe by addressing best practices in the areas of:

- Site specific protocols for safe ingress/egress (entrance/exit) to school, classrooms, cafeterias, libraries, and computer labs in order to ensure physical distancing
- Site specific protocols for meal service, prioritizing “grab and go” meals
- Daily campus cleaning practices
- Health services, including daily screening of students and staff, securing supervised space for persons showing signs of illness, and protocols to limit exposure to sick/ill individuals
- Other key systems and services such as social-emotional support, including community-based partnerships
- Signage and posters that promote physical distancing and hygienic practices

PRACTICES:

Face Coverings

- All school staff will use face coverings at all times.
- All students will be required to wear cloth face coverings, especially in circumstances where physical distancing cannot be ensured.
- Accommodations will be made for younger students or students with unique circumstances.
- The District will provide face masks as needed.
- Facial coverings must be washed/cleaned routinely to ensure a clean face covering is available on a daily basis.

Physical Distancing

- Physical separation of students will be established, e.g., six feet between desks, markings on classroom floors to promote distancing, assigning desks/chairs to students, and/or arranging desks in a way that minimizes face-to-face contact.
- Schools will limit gatherings, events, assemblies and extracurricular activities to those that can maintain physical distancing and support proper hygiene.
- Sports and extracurricular activities will take place when deemed safe and with physical distancing practices.
- Schools will implement student paths of travel to minimize face-to-face encounters, e.g. one-way breezeways, one-way entrances and exits, floor markings, and signage that promotes physical distancing.
- Schools will implement meal service protocols that promote physical distancing and limit student exposure.
- Schools will implement restroom use protocols to limit gatherings and student exposure.

Health Screenings

- Parents will be required to screen students for any illnesses prior to drop off, e.g. sneeze, cough, or high temperature. Students should be fever free without the aid of medication.
- Students who are ill should stay home and contact the school for further instructions.
- School staff will conduct visual wellness checks of all students upon arrival and take students’ temperature with a *no-touch* thermometer upon entering the school site.

- All staff will be required to self-screen for illness prior to reporting to work, e.g. sneeze, cough, or high temperature. Staff should be fever free without the aid of medication.
- Staff who are ill shall not report to work.
- The District will develop “illness” and “sick” definitions and guidelines to be distributed to all stakeholders.
- Students or staff who exhibit symptoms throughout the day will be screened as needed.
- Students or staff members found to exhibit any illness symptoms will be required to go home. The District will follow up with families and/or staff as needed.

Social-Emotional Supports

- The District will work with our district psychologists to share resources and best practices to identify students in need with our school sites and staff.
- Schools will implement a system for screening to identify social-emotional needs of students.
- The District will create a clear plan for referring students and families with social-emotional needs.
- The District and schools will collaborate and partner with local mental health providers to access resources and support.
- The District and schools will update and share with our stakeholders, partner agencies and resources available in our area to support the social-emotional wellbeing of our students.
- The District will develop and share on our district website links to resources and support for mental health services.
- Our schools will adapt our Positive Behavior Interventions and Supports (PBIS) models to support the successful return of students to campus.
- Our schools will adapt our Leader In Me program to support the successful return of students to campus.
- Our schools will research and implement school recognition programs that celebrate student successes and accomplishments while keeping social distancing protocols in mind.

Cleaning, Disinfection, and Ventilation

- The District will establish a cleaning and disinfecting schedule so that staff can clean and disinfect frequently touched surfaces within the school at least daily and/or as sufficiently needed throughout the day.
- Schools will limit the use of sharable objects and equipment, including playground equipment.
- Students will be assigned materials for their own personal use only.
- The District will ensure availability of cleaning and disinfecting supplies, e.g. hand soap, hand sanitizer, and cleansing wipes.
- Staff will provide students with scheduled and supervised hand washing opportunities.
- The District will ensure that district transportation providers implement daily cleaning and disinfecting procedures.
- The District will implement a HVAC preventive maintenance and scheduling protocol to improve efficiency and sanitization.

Family and Community Engagement

- Our District and schools will continue to communicate with all stakeholders utilizing various methods including phone messages, email, social media, and our district website.
- Our District will communicate with all stakeholders any confirmed COVID-19 cases that may have exposed students or staff as soon as possible and in accordance with the County of Los Angeles Public Health Department protocols.
- Our District and schools will provide contact information for follow-up questions or concerns.
- Our District will immediately communicate with all stakeholders changes to our instructional program as a result of the COVID-19 pandemic and in accordance with the County of Los Angeles Public Health Department protocols.

INSTRUCTIONAL MODELS

PRIORITIES:

Providing a high-quality instructional program, based on the guidelines set forth by the California Department of Education, by following best practices in the areas of:

- Curriculum selection and instructional delivery models
- Regular teacher feedback to students
- Assessment practices and policies, including local and statewide diagnostic, progress monitoring, and summative assessments
- Services to special populations, including students with disabilities, students from low-income families, English Learners, and homeless, foster youth and at-risk youth
- Access to and use of instructional technology
- Extended learning opportunities
- Other key systems and services such as counseling support, community partnerships, and technology

INSTRUCTIONAL MODEL – STAGE 5 (Traditional School Model):

If the County of Los Angeles Public Health Department determines it is safe for a full return to school, students are back to school in a traditional manner with wellness practices firmly reinforced.

Our instructional and cocurricular program will be as follows:

- The District will return to in-class instruction with all students.
- Special Education supports will return according to IEPs.
- Classroom seating will return to individual student desks with opportunities for flexible seating for small group instruction, student collaborative work, etc.
- Lunch and break/recess will return to normal with staggered schedules as needed.
- Students will be allowed to share objects and equipment, including playground equipment.
- Co-curricular activities will return as appropriate.
- All social gatherings, such as: assemblies, events, athletic competitions, and field trips will be reinstated.
- Hand washing/sanitizing will be required after breaks, before lunch, and when returning to class
- Parents/guardians will check symptom at home before school each day.
- Students/staff will be encouraged to remain home if sick.
- Facial coverings will be optional for students and staff.

INSTRUCTIONAL MODEL – STAGE 4 (Hybrid Model):

If the County of Los Angeles Public Health Department determines that physical distancing measures need to be in place, we are preparing for scenarios where students attend school using a Hybrid Model with In-Person Instruction and Distance Learning in place due to social distancing requirements.

Our instructional and cocurricular program will be as follows:

- Students will be assigned to a teacher(s) as normal.
- Classes will be divided into Cohorts as follows,

- Students will be assigned to an “A” or B” day schedule attending school Monday/Wednesday or Tuesday/Thursday. Students will be provided distance learning at home when not at school.
- Students needing additional support, English learner newcomers and select students with an IEP, will be able to attend school Monday through Thursday.
- Students engage in distance learning or Independent Learning at home on Fridays.
- Cohorts will attend school in-class and at home on their scheduled days.
- Cohorts not in the classroom will participate online using a learning management system inclusive of live and recorded lessons to keep instruction moving forward.
- Parents not comfortable sending their children to school shall be provided Distance Learning schooling.
- Special Education supports will return according to IEPs.
- Classroom seating will return to individual student desks (no flexible seating).
- Lunch and break/recess will return with staggered schedules as needed to encourage appropriate spacing.
- Outdoor play equipment and all classrooms will be cleaned each evening.
- The use of sharable objects and equipment, including playground equipment will be allowed with safety, cleaning, and sanitization precautions in place.
- Co-curricular activities will return as appropriate and deemed safe.
- Some social gatherings, such as: assemblies, events, athletic competitions, and field trips/extended field trips will be reinstated with physical distancing requirements and as deemed safe.
- Hand washing/sanitizing will be required after breaks, before lunch, and when returning to class.
- Symptom checking will be conducted at home before school by parents/guardians and upon arrival to school each day by staff.
- Students/staff will be required to remain home if sick.
- Facial coverings will be required for all adults and students with accommodations made for younger students or those with unique circumstances.

INSTRUCTIONAL MODEL – STAGE 3 (Hybrid Model – Current Model Based on County Health Department):

Based on the current reopening stage and guidance from the County of Los Angeles Public Health Department that we implement physical distancing measures, we are preparing for a scenario where students attend school using a Hybrid Model with In-Person Instruction and Distance Learning in accordance with county health requirements.

School opens August 19, 2020, in a modified fashion with all safety precautions addressed.

Our instructional and cocurricular program will be as follows:

- *Students will be assigned to a teacher(s) as normal.*
- *Classes will be divided into Cohorts as follows,*
 - *Students will be assigned to an “A” or B” day schedule attending school Monday/Wednesday or Tuesday/Thursday. Students will be provided distance learning at home when not at school.*
 - *Students needing additional support, English learner newcomers and select students with an IEP, will be able to attend school Monday through Thursday.*
 - *Students engage in distance learning or Independent Learning at home on Fridays.*
- *Cohorts will attend school in-class and at home on their scheduled days.*
- *Cohorts not in the classroom will participate online using a learning management system inclusive of live and recorded lessons to keep instruction moving forward.*
- *Parents not comfortable sending their children to school shall be provided Distance Learning schooling.*
- *Special Education supports will return according to IEPs.*

- *Break/Recess and lunch will be staggered to allow students to eat safely outdoors/cafeteria/ classrooms in small groups with appropriate social distancing.*
- *The use of sharable objects and equipment, including playground equipment will not be allowed.*
- *Social gatherings, including: assemblies, events, athletic competitions, and field trips/extended field trips will not be allowed.*
- *Hand washing/sanitizing will be required after breaks, before lunch, and when returning to class.*
- *Parents/guardians will check symptoms at home before school and staff will check again when students arrive at school.*
- *Students/staff will be required to remain home if sick.*
- *Facial coverings will be required for all adults and students with accommodations made for those with unique circumstances.*

INSTRUCTIONAL MODEL – STAGE 2 or 1:

Remote Learning only, the County of Los Angeles Public Health Department determines that a shelter in place safer at home mandate requirements reinstated.

- Schools would remain closed and all one-on-one/small group instruction would be done virtually.
- Full remote learning curriculum *would* be implemented at all grade levels.
- Grading would continue and student attendance would be monitored.
- Special Education service and supports including Individualized Education Plan (IEP) meetings, would be provided virtually.

INSTRUCTIONAL MODEL – Distance Learning:

- Families that are not comfortable returning to school during any of the above listed phases *will* have the following options for the school year:
 - PK-8 Homeschooling Through Distance Learning as follows:
 - 7-8 Independent Study
 - PK-8 Online Learning Academy: Online learning opportunity via Distance Learning with virtual or in-class weekly meetings with credentialed teachers.

SHARED RESPONSIBILITY

We are all in this together, and our commitment to each other as members of the Rosemead School District community has never been more important. In order to ensure a safe and orderly return to school in the fall, we will need your help. Before returning to school in the fall, everyone will be required to sign a “Commitment to Shared Responsibility.” This agreement will outline the required health and safety protocols and expectations for all including a corresponding waiver.

- **Health Screening and Monitoring:** Prior to arriving at school, all students, volunteers, teachers, and staff will be required to assess their health before leaving for school/work. The evaluation will consist of checking for cold/flu like symptoms with particular attention to fevers. Students and staff should be fever free, without the aid of medication, prior to leaving for school/work. The expectation is that anyone who is sick will remain home for their protection and the well-being of others.
- **Facial Coverings:** Staff and students will be required to wear facial coverings as outlined in the aforementioned guidelines. Facial coverings must be washed/cleaned routinely to ensure a clean face covering is available on a daily basis. Considerations and flexibility will be afforded to very young students and those with unique circumstances.
- **Instructional Materials:** Students will be required to keep and carry a set of personal school materials and resources that are not to be shared with others. Staff will be asked to refrain from sharing materials with others.
- **Hygienic Practices:** Students and staff will be required to maintain and promote standard hygienic practices, such as: frequent hand washing, covering coughs/sneezes, using sanitizers, and refraining from sharing school and personal materials, food, and drinks.
- **Physical Distancing:** Students and staff will be required to adhere to all campus protocols for ingress (entrance), egress (exit), and safe travel within the school with an emphasis on maintaining physical distancing.

These practices are aligned to the recommendations set forth by the California Department of Public Health, the County of Los Angeles Public Health Department, the California Department of Education, and the Los Angeles County Office of Education. We feel strongly that adhering to these protocols will ensure that our students and staff stay safe and healthy.