



2020-21 Elementary School In-Person Learning & Safety Plan

A Guide for Employees





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Message from Superintendent Rice



VUSD Community,

Seven months ago, we were focused on all of the school activities that go with the end of the school year. In a blink of an eye, the uncertainty of the COVID-19 virus turned our world upside down. In the interest of public health and safety, the Governor ordered schools closed, and over the following weeks, our community went into lockdown to stop the spread of the virus. Today, because of our collective sacrifices, support, and hard work, the Ventura Unified School District (VUSD) is ready to begin welcoming our students, teachers, and staff back to in-person learning. We will start this journey at the elementary level, welcoming our TK-5 students back on November 30, 2020.

Let me say thank you! I am proud to be a member of the VUSD team. I have seen our team:

- abide by the expectations laid out by local, state, and federal officials
- participate in celebration parades and an incredible graduation celebration of our senior class at City Hall
- distribute thousands of meals to the children of Ventura
- distribute thousands of devices to the students of VUSD
- distribute backpacks and school supplies to 16,000+ students
- reimagine what teaching looks like in a new, unfamiliar environment and succeed
- work together to navigate virtual learning environments
- labor to design a safe plan for returning in-person while honoring the wishes of those who do not want to return in-person at this time
- engage in webinars and surveys to share information and answer questions

As we continue teaching and learning in this most unusual of years, I would like to personally thank our VUSD Board of Education, under the leadership of President Sabrena Rodriguez. The Board took the concerns of our students, parents, teachers, and staff into consideration when evaluating reports from our local health partners and determining the next steps for our District. I would also like to thank our Teachers' and Support Staffs' Association Presidents Dan Nelson and Carol Peek for their continued collaboration and partnership as we have worked to craft this plan.

Our plan is designed to bring students back to in-person learning while providing additional opportunities, improving the distance learning systems, and allowing for small group learning at all grade levels. The responsibility for re-opening schools safely weighs heavy on me and I know that to be successful we must all follow the outlined safety protocols including proper screenings, safety protocols, and mask-wearing. There can be no short cuts or compromising.

While we have done our best to build safe practices, any of the information in this plan is subject to change. We understand that the situation around COVID-19 is ever-evolving, and as a result, our plan will be forced to evolve with it. Our plan may be updated periodically as we receive further guidance, and as we learn what works best for our students, teachers, staff, and families. We will keep you updated on any changes to this plan.

A registration form is being sent home with this plan tonight. TK-5 families will need to choose to either send their student back to a hybrid schedule or remain in a 100% distance learning model for the remainder of the 2020-21 school year. Likewise we have sent out a posting asking teachers to indicate whether they will need a distance learning only assignment.

In addition, we know that many of our middle and high school families and staff are anxious for us to re-open for in-person learning at the secondary level. At this time, the plan is to re-open with a similar hybrid model at the end of January 2021. We will be in touch with more information when final decisions are made.

I know that it is probable that many questions remain and I encourage you to read this plan thoroughly. I appreciate your flexibility and understanding as we adjust to ever-changing conditions. We will continue our ongoing dialogue in preparation for the return of our students.

We look forward to seeing our students' smiling faces back on campus soon.

Sincerely,
Dr. Roger Rice
Superintendent



Health & Safety Protocols

Signage, Supplies, & Protective Equipment

The health and safety of all employees, students, and families are of paramount importance. When on-campus learning for the 2020-2021 school year begins, it will look much different than previous years due to new health and safety measures put in place due to COVID-19. This plan to reopen schools is based on current guidance from Federal (Center for Disease Control and Prevention) and State (California Department of Public Health and California Department of Education) agencies and County public health officials. This plan will be updated as needed, as we strive to continually implement current best practices and guidelines.

SIGNAGE, SUPPLIES & PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following items have/are being set up at each school site and offices throughout the District:

- Plexiglass partitions for protections where 6-foot spacing cannot be maintained, such as the office front desks and at teacher desks where requested.
- Directional walkways
- Messaging signs and floor stickers to promote physical distance and good hand hygiene

The following items have been sent to schools based upon student enrollment and staff numbers:

- For employees: A selection, as available, of masks and face shields will be provided. Plexiglass partitions are also available for teacher's desks, and throughout the classrooms for our paraeducators, as requested by site.
- For students: Masks will be provided on an "as needed" basis with the preference that parents provide a mask that best suits their child and follows guidelines (see pg. 6)
- Schools provide:
 - Hand washing supplies
 - Hand sanitizer (hand sanitizer will be fragrance-free and contain at least 60% ethyl alcohol)
 - Touchless thermometers
 - Cleaning & disinfecting supplies in every room
 - Gloves
 - Masks as needed; however, we ask that students bring their own

Masks & Personal Protective Equipment

MASKS & PERSONAL PROTECTIVE EQUIPMENT

Following the California Department of Public Health's (CDPH) guidance, students and staff are required to wear masks. See the next page for more information on approved face masks.

Students and staff must utilize masks:

- While waiting to enter campus
- While on school grounds (except when eating or drinking)
- While entering and exiting school grounds
- While waiting for and on the bus

Students and staff must wear masks over the mouth and nose.

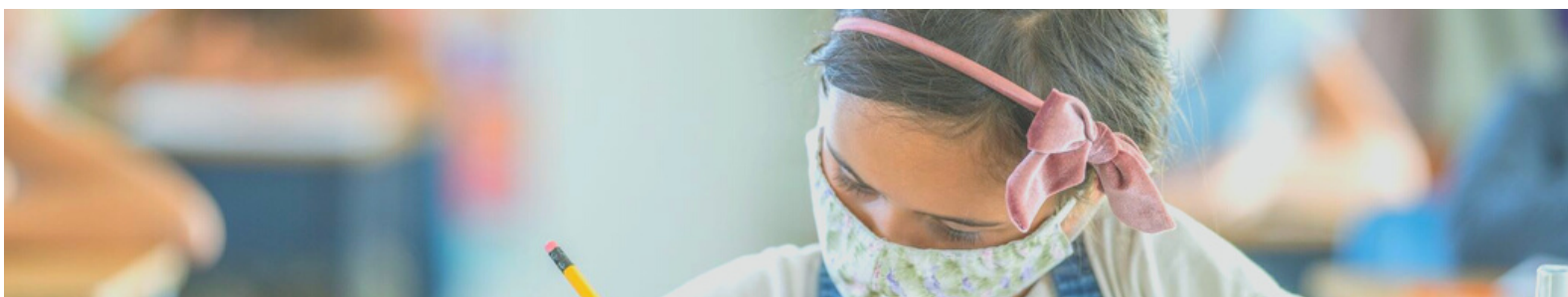
If a student with an Individualized Education Plan (IEP) has a documented medical reason that would prevent them from wearing a mask to school, we encourage them to contact the school to discuss the best option for the student.

If a student/family does not want to wear a mask to school or is found to be out of compliance consistently, they will be moved to a 100% distance learning option.

PARENTS, GUARDIANS & VISITORS

Nonessential visitors, including parents, guardians, and volunteers, will not be allowed on campus to lessen any negative impact they would have on physical distancing. Students may be dropped off at designated locations outside the school or at a car drop off location. The school site will share more information regarding drop off and pick up before the first day. If students do not have a mask, a disposable mask will be provided.

If families have school business to conduct, they are welcome to go to the school's front office, remaining socially distant while waiting to be helped. Visitors not wearing a mask will be provided a mask or may conduct their business over the phone.



What type of masks are approved?

- ✓ All VUSD students and staff will be required to wear a mask if they are over the age of 2 years.
- ✓ Student or staff may wear a mask with two or more layers of breathable, washable fabric or a disposable surgical face mask
- ✓ All families are encouraged to send their child with a backup mask in the event one gets dirty.
- ✓ Students will be provided a disposable mask if they do not come to school with a mask.
- ✓ Masks must cover mouth and nose and fit snugly against the side of your face, and does not have gaps.



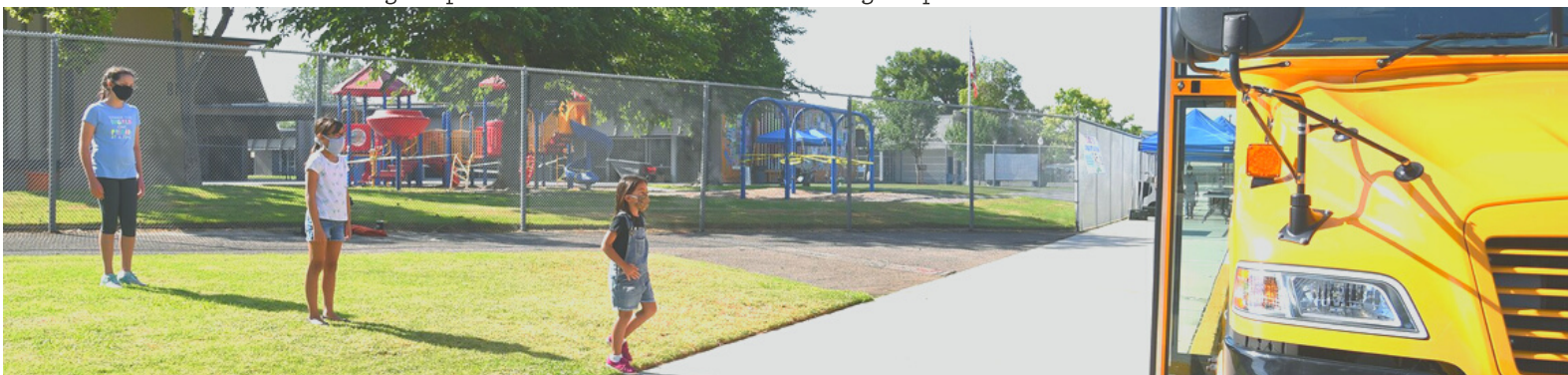
Non-Approved Masks

- ✗ **Bandanas**
Bandanas do not sufficiently prevent the spread of respiratory droplets.
- ✗ **Gaiters**
Evaluation is ongoing, but the effectiveness is unknown at this time, so they are not approved.
- ✗ **Face Shields Only**
Evaluation is ongoing but, the effectiveness is unknown at this time, so face shields are not approved without a mask, with the exception of some programs like speech pathology, etc.
- ✗ **Masks with External Valves**
Valves release exhaled droplets and don't protect others.

BUSES

Buses may be available for students who choose the hybrid model depending on the availability and legal requirements. The following guidelines are being enforced to maximize the safety of all employees and students on the bus.

- Masks are required to be worn while waiting for the bus and while on the bus. Bus drivers will have extra masks should a child forget their mask.
- School personnel will not be present at bus stops. We ask that all parents/guardians practice social distancing with their child while waiting for the bus. It is requested that an adult or older sibling take the student to the stop, wait for the bus, and help all children practice social distancing and mask usage as appropriate.
- If a student arrives at the bus stop with COVID-19 like symptoms and does not have an adult with them to take them back home, we will distance that child on the bus and then take them to school. Upon arrival at the school, they will be escorted to the front office for check-in to the CARE Area, and the parent/guardian will be notified for pick-up.
- All parents are required to screen their child each morning before sending them to the bus stop. Guidance has been provided to our families about this screening, as well as a wellness checklist which is similar to the employee wellness checklist found on page 10. If a child has any COVID symptoms, they should not be sent to the bus stop or school.
- Windows will be open on bus weather permitting to allow for additional air circulation. We ask that each child bring a sweatshirt/sweater/jacket in case they get cold on the bus.
- Buses will be disinfected at the end of each day.
- Children will sit one person per seat. Siblings or children from the same household are permitted to ride in the same seat.
- Special Education transportation is required by law and will be the priority.
- Due to social distancing, it may be required to use more buses than normal. Should there be a shortage of buses, special education is prioritized and remaining seats will be allocated based on need.
- Per the California Highway Patrol, we are unable to provide hand sanitizer on the bus because it is a flammable liquid.
- With the staggered exit times of our hybrid model and because siblings may be leaving school at different times, buses will not be able to pick up the first group of students to be dismissed, drop them at home, and come back for the other groups. The bus will leave once all groups have been dismissed.



SCREENING AT HOME

- Families are required to take temperatures daily and monitor children for symptoms before going to school.
- Staff members are required to complete a wellness check prior to beginning work. If staff is experiencing symptoms, they should stay home.
- Utilize the daily wellness checklist on pg. 10.

OTHER SAFETY CONSIDERATIONS

- Employees have completed mandated COVID-19 online trainings.
- School sites will follow guidelines developed by the California Department of Public Health (CDPH) for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (i.e., countertops, door handles, restrooms, student desks, student chairs) throughout the day.
- Employees and students will be expected to wash/sanitize their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible.

ARRIVAL AT SCHOOL

- Employees and students will be required to wear masks.
- Employees should maintain a distance of 6 feet or more from their co-workers.
- Students should maintain a distance of 6 feet or more from their peers.
- Classes will be asked to arrive and exit school at staggered times to maintain social distancing. Schools will provide the specific information directly to their families.
- School sites will designate routes and specific locations for entry and exit to limit direct contact with others.
- Signage will be posted throughout school campuses to remind students and staff to wear masks, physically distance, and wash hands.

RECESS

- All elementary students will have recess time. Each school will handle recess on a different schedule and with different protocols depending on the size of the student body and the size of the campus.
- Recess may be staggered between grades/classes.
- Students will be assigned a different quadrant of the yard during recess and will rotate through quadrants throughout the week.
- Many schools have indicated that students will be playing only with those students in their class whenever possible.
- Students are asked to keep all unnecessary items at home, including sports equipment.
- Outdoor play equipment (tether balls, soccer balls, hula hoops, etc.) will not be available at this time but will frequently be reassessed.
- Playgrounds will be open for use (monkey bars, etc.), and they will be cleaned between group rotations.
- Signage will remind students to wear masks, socially distance, and wash hands before and after recess.

Employee Daily Wellness & Checklist

VUSD will be utilizing passive screening of employees (and students). This means that screening will occur at home before coming to work/school.

INDIVIDUAL CONTROL MEASURES AND SCREENING

Health Self Assessments (Passive Screening)

Employees are expected to take their own temperature and conduct a self health assessment using the form below before reporting to work each day. Employees need to self monitor for Covid-19 symptoms. If an employee is unable or forgets to complete these steps, a thermometer and the checklist below will be available at the building entry point.

Employees are expected to follow CDC guidelines regarding symptoms of Covid-19. If a fever is present and the answer to any of the questions below is “yes” the employee should contact their supervisor, and stay home from the workplace and other activities, and follow the direction of their medical provider. If an employee tests positive for Covid-19 they are required to notify their supervisor and Human Resources.

The checklist on the following page is a checklist that every employee should go over each day before coming to work.

255 Stanley Avenue, Suite 100
 Ventura, California 93001
 T 805.641.5000
 www.venturausd.org



For the future of every student

Ventura Unified School District
 Daily Employee Health Check Form

Employee Name: _____ **Date:** _____

School/Location: _____

In response to the COVID-19 situation and guidance issued by public health officials, and as part of our efforts to prevent the spread of COVID-19, employees will be conducting daily self health checks.

If you have any questions regarding your health, please contact your medical provider for information.

To the best of your knowledge:

YES NO

- ____ ____ Have you had close contact (within 6 feet) to anyone with a confirmed case of COVID- 19, or any other communicable disease within the last 14 days?
- ____ ____ Have you experienced a persistent cough within the last 14 days?
- ____ ____ Have you experienced a fever in excess of 100.3 within the last 14 days?
- ____ ____ Have you experienced chills within the last 14 days?
- ____ ____ Have you experienced a sore throat within the last 14 days?
- ____ ____ Have you experienced shortness of breath within the last 14 days?
- ____ ____ Have you experienced new loss of taste or smell?

Signature: _____

If fever, Date: _____

Temperature of: _____

Time of day: _____



Implementing Physical Distancing

School sites will adhere to the following strategies to maintain physical distancing as much as possible:

- The on-campus student body will be divided into hybrid groups (A) and (B) to reduce class size and allow for physical distancing.
- The use of multiple entry points will be used as practical.
- Physical distancing will be maintained when students line up to enter a bus or the campus.
- School entrances will be staffed to enforce physical distancing during student arrival and departure.
- Student groups will be kept as consistent as possible.
- Floor markers will direct employees and students to maintain a six-foot distance coming in and out of campus.
- Administrators and staff will assist in keeping students apart and socially distanced.
- School sites will designate routes on campus to maintain one-way flow of foot traffic as practical.
- Screens and other partitions have been installed, as practical, where a 6-foot distance cannot be achieved such as front offices. The use of partitions will not negate the need to wear a mask.
- Nonessential visitors will be excluded from campus to lessen any negative impact on physical distancing, including classroom and school volunteers.
- Each campus will have a CARE (COVID Appraisal, Response & Evaluation) Area to hold employees or students who show COVID-19 symptoms while at school. This room is separate from the regular nurses' office that handles things like skinned knees, bee stings, etc.

Facility Ventilation, Cleaning & Disinfecting

INDOOR AIR QUALITY

Indoor air quality is essential to providing a safe and comfortable teaching and learning environment for students and staff. Measures to improve indoor air quality include:

- Air dilution will be increased by keeping windows and doors open, and HVAC fresh air intake maximized to the extent that occupant health considerations are not negatively impacted.
- All ventilation systems are currently being inspected and tested by a licensed HVAC contractor, including thermostats, filters, and overall mechanical systems.
- Air filters are being used at all locations with the proper factory rated filter for each HVAC unit where the HVAC equipment specifications and operating capacities allow. They are being changed four times a year.
- Systems are being scheduled to run more than normal to allow for more air exchange per day.
- All air systems are running 12 hours a day to ensure ventilation in all rooms. Automatic timers are being used to make sure that the systems are running and thermostats are being set.
- All ventilation systems for elementary standard classrooms have individual air condition and/or heating systems. These systems are self-contained and not shared with other spaces.

FACILITY CLEANING & DISINFECTING PROTOCOLS

The safety of employees and students at Ventura Unified School District is our top priority. School sites have been deep cleaned and disinfected, and VUSD will continue to adhere to all necessary safety precautions regularly. Cleaning logs will be set up in each room and signed after each cleaning. The steps outlined below will also be followed:

- High-touch classroom surfaces will be disinfected nightly, such as desks, door handles, light switches, etc.
- Non-classroom high touch surfaces will be disinfected nightly and throughout the day as practical, including:
 - bathrooms
 - kitchens
 - teacher lounges
 - hydration stations (where students can fill up water bottles- usually in the cafeteria)
- A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time.
- "Foggers" will be used as an extra step in the disinfecting process.

CLASSROOM FURNITURE

- Every classroom has been deep cleaned.
- Student desks are currently being arranged at all elementary schools so that they are 6-feet apart.
- All unnecessary furniture is being taken out to provide maximum space available to walk around and remain socially distant.





Handwashing

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19:

- All persons will be encouraged to wash their hands or to use hand sanitizer before arrival.
- A sink and/or hand sanitizer will be available in each classroom
- Students will be instructed by teachers and support staff daily and through posted signage to wash their hands.
- Signage is also posted throughout school sites and office areas district-wide as a reminder to employees as well.
- Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one's elbow and to wash their hands or use sanitizer immediately after. Staff are reminded to follow this same practice as well.
- Students will be encouraged to wash their hands before and after playing outside and/or eating.
- Students will be reminded to wash hands before and after using the restroom.

Restrooms

Restrooms will be open and available.

- All persons will be encouraged to wash their hands or to use hand sanitizer after use.
- All persons will be asked to socially distance; the size of the bathroom will determine how many can go in at any one time.
- All persons will be asked to wear their masks and not take them off while they are in the restroom.
- Soap and water are available in all restrooms, which are stocked daily, along with paper towels.
- Bathrooms are considered a high touch area and will be cleaned nightly and throughout the day as practical.

COVID-19 Mitigation

PLAN FOR HANDLING SICK PERSONS

- At each school, a CARE Area (COVID Appraisal, Response, & Evaluation Room) will be equipped with appropriate personal protective equipment (PPE). All sick persons with potential COVID-19 symptoms will be evaluated in this room.
- The teacher will send students who are exhibiting symptoms of COVID-19 to the CARE Area.
- Students and staff that present to the school health staff with a fever of 99.5 Fahrenheit (using a non-contact thermometer) or 100.3 Fahrenheit using (a regular thermometer) and a cough and/or shortness of breath and/or gastrointestinal illness will be considered a suspect COVID-19 case and referred for testing.
- For those students that do not have a usual source of health care, the school health staff will coordinate with the Ventura County Public Health (VCPH) to arrange for same-day testing.
- Only a small percentage of students and staff who have COVID-19 infection will fit the above description. School nurses and health technicians will identify any additional suspect cases to refer for testing.
- Students on home quarantine will be provided with distance learning options to continue their education.
- Employees who are placed on home quarantine should contact their supervisor and the Human Resources Department to discuss the possibility of working remotely from home and/or to explore leave time available to them during this time.
- VCPH, VUSD staff, and our families will be notified of a positive case of COVID-19 while maintaining confidentiality as required by State and Federal laws.
- In consultation with VCPH, areas used by a person suspected of being infected with the virus will be evacuated, cleaned, and disinfected in accordance with standard disinfection procedures.
- A District liaison will contact VCPH to determine if class/school closure (partial or full) is required. Furthermore, it will be determined if the office or area where the person was based will be closed until disinfection can be completed and the occupants of those areas quarantined for 14 days.
- School district liaisons will work with VCPH on contact tracing for confirmed COVID-19 in a student, teacher, or staff member in VUSD.
- Staff who have direct contact with students will be tested every two months unless this guidance changes.
- Families will be notified by the school, through ParentSquare, if a student or the teacher in the classroom has tested positive for COVID-19. That communication will include further details on next steps.
- Under AB 685, the District must provide notice to employees at a worksite in which an employee or student at that worksite has tested positive on the date of potential exposure. This notification will be sent by the Risk Management Department and will be sent to all employees at that particular worksite. Employees will be personally contacted by our Director of Risk Management in coordination with the Human Resources Department if it is determined that they are a potential close contact of the person who tested positive.
- Employees may want to consider contacting their doctor and/or the public health department for guidance and any possible actions to take based on individual circumstances. The number for Ventura County Public Health is (805) 981-5201. If you would like additional information on what to do if you suspect you have the Coronavirus/COVID-19, please see the guidance link from the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

CONSIDERATION FOR PARTIAL OR TOTAL CLOSURE

- School district liaisons will work with VCPH to coordinate testing of large groups of staff and students, as needed.
- Any decision to close a portion of, or the entire school, would not be made without prior consultation with VCPH. Depending on the facility's size and physical layout, current guidance dictates that when there are multiple cases in multiple areas at a school or when at least 5% of the total number of teachers/students/staff are COVID-19 positive, we close that site. VCPH may dictate that school closures are warranted for other reasons.
- The entire District may also be closed if 25% or more of the schools/facilities have closed due to positive COVID-19 cases within a 14 day period.
- In the event of a temporary closure of a classroom, portion of, or the entire school or District, parents/guardians would be immediately notified through ParentSquare and provided with options and instructions for distance learning.

COVID-19 Scenario Chart

Student or staff member arrives at school with temperature and/or they are exhibiting symptoms

Student or staff member (or a confirmed close contact of someone) has tested positive for COVID-19

-Student/staff member is sent home
 -Recommend seeking medical guidance & COVID-19 testing
 -School/classroom remain open

-Student/staff member is sent home
 -Quarantine for 14 days from last exposure
 -Recommend COVID-19 testing (but will not shorten 14-day quarantine)

NEGATIVE

POSITIVE

NEGATIVE

POSITIVE

-Student/staff member may return to school three days after symptoms resolve, without the use of fever reducing medications
 -School/classroom remain open

-Notify VCPH based on their protocols
 -Isolate case and exclude from school for 10 days based on CDC criteria
 -Identify contacts, quarantine, and exclude exposed close contacts for 14 days after the last date the individual with the confirmed COVID-19 case was present at school while infectious
 -Disinfect the classroom and primary spaces where the case spent significant time
 -VUSD will be in consultation with VCPH on any need for partial or full closure

Student/staff member must remain in quarantine for a full 14 days after
 (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation

-Notify VCPH based on their protocols
 -Isolate case and exclude from school for 10 days based on CDC criteria
 -Identify contacts, quarantine and exclude exposed close contacts for 14 days after the last date the individual with the confirmed COVID-19 case was present at school while infectious
 -Disinfect the classroom and primary spaces where case spent significant time
 -VUSD will be in consultation with VCPH on any need for partial or full closure

Notification to the school specific site (families/employees) of a known case, while maintaining confidentiality as required by State and Federal laws.

Notification to the school specific site (families/employees) of a known case, while maintaining confidentiality as required by State and Federal laws.

COVID-19 Testing & Reporting

The District will adhere to the following California Department of Public Health guidance in regards to the handling of suspected and reported cases of COVID-19:

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> Send home Recommend testing (If positive, see #3, if negative, see #4) School/classroom remain open 	<ul style="list-style-type: none"> No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open 	<ul style="list-style-type: none"> School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> May return to school 3 days after symptoms resolve School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion, and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Schedule- Hybrid In-Person Learning

Elementary students who are enrolled in the hybrid model will observe the schedule found on pg. 18. In order to adhere to physical distancing requirements, we must reduce the size of each class into two groups (A) and (B). The groups will come to campus on different days. When students are not participating in the on-campus and in-person portion of their group, they will be assigned asynchronous activities to practice foundational skills, solidify current learning, complete assignments and engage in grade-level specific practice.

We are asking families to make their decision for the remainder of the 2020-21 school year. If there are special circumstances requiring them to move to 100% distance learning after choosing the hybrid model, they must contact the Principal to see if there is available space and determine options. If a student/class is quarantined, students will move to a distance learning model until they can safely come back to school.

Schedule- 100% Distance Learning

Elementary students who are enrolled in 100% distance learning will observe the schedule on pg. 18. The same platforms currently being used, Canvas and Seesaw, will continue to be used in this distance learning model. We are asking families to make their decision for the remainder of the 2020-21 school year. If there are special circumstances that require a student to move to a hybrid model after choosing the distance learning model, they must contact the Principal to determine space and options. Students will remain enrolled at their current VUSD school and participate in learning from home. Learning in this model is teacher-directed and parent supported. Students will receive daily, live virtual instruction. Live virtual instruction will be complemented with reinforcing assignments, activities, and practice that directly relate to previous instruction, which students will complete at home.

Sports & PE

Our hybrid model will not include in-person physical education (PE). We encourage our students to continue to keep active at home. At this time, all elementary cross country competitions are suspended. There is no plan to bring them back this academic year. Schools may develop a plan for small group conditioning if coaches so choose. These plans must adhere to social distancing and safety guidelines and will be considered for approval by the site Principal.

Employees with Special Circumstances

As we move towards an In-Person/Hybrid environment at the elementary schools, the Certificated and Classified Human Resources Departments will be working closely with employees who have communicated that they have special circumstances in which they must or prefer to remain in a Distance Learning Assignment. Teachers will be receiving an Opt-Out Form before Fall Break with this information, and classified employees will be receiving communication from the Classified Human Resources Department by classification and/or on an individual basis based on information the employee has communicated to the Classified HR Department. If employees have questions about their specific assignments, they should contact the Certificated (ext. 1150) or Classified (ext. 1170) Human Resources Department.



ELEMENTARY HYBRID SCHEDULE

Students will be told prior to the first day of school which group they are in.

Grade Level	Mon. & Tues.	Wed.	Thurs. & Fri.
TK/K	Group A: 8-11:10 am In class Group B 12:40-1:10 pm Online	For all grades and groups: 30 min live teaching; whole group check-in SEL	Group B: 8-11:10 am In class Group A 12:40-1:10 pm Online
1-3	Group A: 8-11:20am In class Group B 12:45-1:30 pm Online		Group B: 8-11:20 am In class Group A: 12:45-1:30 pm Online
4 & 5	Group A: 8-11:30 am In class Group B 12:45-1:30 pm Online		Group B: 8-11:30 am In class Group A: 12:45-1:30 pm Online

Students may be asked to attend small group or targeted sessions as needed. The teacher will reach out to the parents regarding topic and times, if needed.

Please note that those students assigned to a combination class might see a change in this schedule.

This draft schedule has been approved by the DL/Hybrid Elementary Committee.



ELEMENTARY DISTANCE LEARNING SCHEDULE

Grade Level	Mon. & Tues.	Wed.	Thurs. & Fri.
TK	8-8:30 am & 11-11:30 am Students are encouraged to attend both sessions.	For all grades and groups: 30 min live teaching; whole group check-in SEL	8-8:30 am & 11-11:30 am Students are encouraged to attend both sessions.
K	8:30-9:15 am & 11-11:45 am Students are encouraged to attend both sessions.		8:30-9:15 am & 11-11:45 am Students are encouraged to attend both sessions.
1	9-9:45 am & 11-11:45 am Students are encouraged to attend both sessions.		9-9:45 am & 11-11:45 am Students are encouraged to attend both sessions.
2-5	9-10 am & 11a m- 12 noon Students are encouraged to attend both sessions.		9-10 am & 11a m- 12 noon Students are encouraged to attend both sessions.

Students may be asked to attend small group or targeted sessions as needed. The teacher will reach out to the parents regarding topic and times.

Please note that those students assigned to a combination class might see a change in this schedule.

This draft schedule has been approved by the DL/Hybrid Elementary Committee.



Food & Nutrition Services

Meal Distribution

The USDA recently extended a waiver that allows our District to offer meals at NO CHARGE for all children ages 18 and under for the entire school year.

STUDENTS IN THE HYBRID MODEL

Sack breakfast and sack lunch will be offered at your school site. Sack breakfast may be eaten during recess. (Shelf-stable) sack lunch must be taken home for immediate consumption. Three-day meal packs for distance learning days will be available to pick up on Wednesdays only at your school site from 11:30 am-1 pm.

STUDENTS IN THE 100% DISTANCE LEARNING MODEL OR THOSE IN QUARANTINE

Meals are currently offered on Mondays from 11:30 am-1 pm and will be offered on Mondays through the week of November 23. Monday meal pick up will be changed to Wednesdays beginning December 2 from 11:30am to 1:00pm at any of the 17 elementary sites. Drive-through or walk-up service is available at all 17 sites.

FOOD STORAGE

Ventura Unified School District is not responsible for food once it has left the district pick up site. Please be sure to store food properly after pick up.

- Cold meals should be eaten immediately or refrigerated within two hours of receiving the meal. For cold foods like milk, cheese and meat, refrigerate immediately at 41°F or lower.
- Hot meals should be eaten immediately or refrigerated within two hours of receiving the meal. For all hot foods, use the stove, oven, or microwave to reheat foods to a minimum of 165°F or higher before eating.
- Discard all meals left out at room temperature for two hours or more.
- Remember – Always wash your hands for at least 20 seconds with soap and water before eating your meals.

Special Education

SAFETY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities will adhere to the guidelines previously outlined to maintain physical distancing and follow safe practices as much as possible.

- Students who are Deaf/hard of hearing will be required to wear a clear face mask or face shield.
- Students who are exempt from wearing either a face covering or face shield due to medical reasons or disability will be permitted to be on campus only if alternative control measures can adequately provide a reasonable level of protection for other students and employees.
- Distance learning continues to remain an option for families.

IEP PROCEDURES, RELATED SERVICES & ASSESSMENTS

- Remote IEP meetings will continue.
- Occupational Therapy and PT (Physical Therapy) may require additional planning regarding how to provide services within public health guidelines.
- Related service providers, such as speech pathologists, will make every effort to provide services outside of direct instructional time.

Social Emotional Supports

SOCIAL EMOTIONAL WELL-BEING

We are committed to supporting the social emotional well-being of the students we serve. Support to students includes social emotional learning on Wednesdays, relationship-building activities with peers, school community-building activities, and increased access to mental health/wellness services.

The District's Student Support team has also created a "Virtual Calm Room," designed to connect students and parents to calming activities and tools to promote well-being. This is a safe space to take a break, rest, and refocus. Available at: <https://sites.google.com/venturaedu.org/vusdvirtualcalmingroom/home>.

MENTAL HEALTH SUPPORTS

The District is committed to providing ongoing mental health support to students through our school psychologists, counselors, Student Assistance Program, and the SAFE Center. More information about these supports is available by visiting <https://www.venturausd.org/Fall2020/MentalHealth.aspx> and <https://sites.google.com/venturaedu.org/vusd-school-counselor/home> and by reaching out to your school counselor.





How VUSD Communicates with Employees, Students and Families

WEBSITES



Official form of communication for District and school information, news, and announcements. Visit the District website at www.venturausd.org

PARENT PORTAL



Q Parent Connection is an essential tool for all parents. Information related to grades, attendance, homework assignments, library book status, school cafeteria balances, and more can be found at <https://qweb.venturausd.org/parentportal>. If you have difficulty logging in, contact your school's front office.

DISTRICT SOCIAL MEDIA



Official social media pages where good news, fun facts, and emergency updates can be found.

District Facebook-www.facebook.com/Venturausd/
District Twitter- [@SchoolVentura](https://twitter.com/SchoolVentura)
District YouTube-
www.youtube.com/venturaunifiedschooldistrict
Contact the front office for school-specific social media accounts.

MASS NOTIFICATION-PARENTSQUARE



School and District parent communication is delivered by voicemail, text, email, or through our mobile APP. Be sure you have updated your contact information in Q Parent Connection at <https://qweb.venturausd.org/parentportal>. Download the ParentSquare Mobile App.



SCHOOL SPECIFIC COMMUNICATIONS



Each school and teacher may communicate a bit differently, through flyers, teacher websites, etc. Contact your student's teacher for more information.

CANVAS



We will continue to use Canvas for the 2020-21 school year. We recommend downloading the Canvas Parent App or you can log into Canvas from a computer. For additional information view, LINK

Seesaw

We will continue to use Seesaw for the 2020-21 school year. Notifications can be sent through Seesaw to keep students and families updated.