

# Knights Ferry Elementary School District

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12726 Dent Street; P.O. Box 840; Knights Ferry, CA 95361

EMERGENCY MEETING OF THE BOARD OF TRUSTEES

Thursday September 3, 2020

School Multipurpose Room

DUE TO THE CURRENT SAFETY CONCERNS AND NEEDS FOR ONGOING SOCIAL DISTANCING WE ARE ASKING THAT ATTENDANCE BE LIMITED TO ESSENTIAL PARTICIPANTS WHICH INCLUDE ELECTED BOARD MEMBERS AND ADMINISTRATION

On April 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 related to the COVID-19 pandemic. The Executive Order allows state bodies covered by the Bagley-Keene Open Meeting Act to hold public meetings covered by the Act via web and/or audio teleconferencing.

The meeting held at Knights Ferry School will be closed to the public.

Persons wishing to address the Board may e-mail written comments to [jskulina@kfsd.org](mailto:jkulina@kfsd.org) or [aryan@kfsd.org](mailto:aryan@kfsd.org) or participate by Zoom conference link attached below. Comments must indicate which Board item is being commented upon and be no more than 450 words. Comments will be read during the meeting in conjunction with the appropriate agenda item.

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Persons wishing to address the Board on any school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comment" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment, please complete a public comment card and turn it in to the Superintendent's Assistant. The Board requests that complaints or charges against an employee be held in Closed Session. Please note that Government Code Section 54954.2(a) limits the ability of Board Members to respond to public comments. More specifically, Board Members are limited, but not required, to give a brief response to public statement or questions regarding non-agenda items. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing.

## 1.0 OPEN SESSION – Preliminary Proceedings 2:00PM

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## 2.0 PUBLIC MEETING – Preliminary Proceedings 2:00PM

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### 2.1 Call to Order with the Flag Salute

## 3.0 PUBLIC HEARING-LEARNING CONTINUITY AND ATTENDANCE PLAN

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### 3.1 *Learning Continuity and Attendance Plan*

**Explanatory Statement:** The Learning Continuity and Attendance Plan must be presented for public comment at a public hearing prior to its adoption by the Board. The plan takes the place of the Local Control Accountability Plan at this time.

**Attachments:** #3.1

## 4.0 KFESD RE-OPENING PLAN AND IN-PERSON PROHIBITION WAIVER

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### 4.1 KFESD Re-Opening Plan and Waiver to Open For In-Person Instruction

**Explanatory Statement:** The KFS community has given a strong preference to apply to the Stanislaus County Department of Public Health for a waiver to open for in-person instruction as soon as possible.

**Attachments:** #4.1

**Recommended Action:** Approve Re-Opening Plan and the application for in-person instruction

*Public Comment*

## 5.0 ADJOURNMENT

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5.1 In compliance with Brown Act regulations, this agenda was legally posted within 24 hours:  
Wednesday September 2, 2020 at 12726 Dent St., Knights Ferry, CA 95361.

<https://us02web.zoom.us/j/84458823527?pwd=dW5yZlJlMDE1YXBINDdGQ3NRWkJldz09>

Meeting ID: 844 5882 3527

Passcode: 178054

One tap mobile

+16699006833,,84458823527# US (San Jose)  
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Dial by your location

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+1 301 715 8592 US (Germantown)

Meeting ID: 844 5882 3527

Find your local number: <https://us02web.zoom.us/j/kdK9UDDsCl>

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**Background Information**

The California Department of Public Health (CDPH) placed Stanislaus County on its monitoring list, currently color Purple or high rate of transmission of the COVID-19 virus. On July 17, 2020 Governor Gavin Newsom announced that if a county has been on the monitoring list within the prior 14 days, a school must conduct distance learning only, until the county has been off the monitoring list for at least 14 days or currently this may be 21 days. In counties on the monitoring list, CDPH guidance allows a district superintendent, private school principal/head of school, or executive director of a charter school (hereinafter superintendent) to apply for a waiver from the local health officer to open an elementary school for in-person instruction. This waiver is applicable only for grades TK-6, even if the grade configuration at the school includes additional grades.

Knights Ferry School opened with total distance learning on August 12, 2020.

**Name of Applicant** (Local Educational Agency or Equivalent):

Knights Ferry Elementary School District

Traditional Public School

**Number of schools:** 1

**Enrollment:** 144

**Superintendent Name:**

Dr. Janet A. Skulina

**Grades/Number of Students Proposed to Reopen:** TK K 1st 2nd 3rd 4th 5th 6th

Total of 122 students

**Date of Proposed Reopening:** No sooner than September 28, 2020 or as soon thereafter as applicable via Stanislaus County Department of Public Health COVID-19 case rates<sup>1</sup> and public health determinations.

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<sup>1</sup>

**Name of Person Completing Application:**

Dr. Janet Skulina, Superintendent-Principal

**Phone Number:**

209-881-3382

By signing this application, I verify that the information contained within is true and correct to the best of my abilities and that all constituent groups were consulted prior to the application of this waiver for in-person instruction.

**Consultation: Please confirm consultation with the following groups:**

**Labor Organizations**

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

Knights Ferry Teachers Association-August 26, 2020; (this is the only bargaining unit in KFESD)

**Parent and Community Organizations**

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

School Site Council-August 31, 2020

Community Survey (online)-August 27, 2020

Zoom Stakeholder Meeting including parents, classified and certificated staff-August 31, 2020

School Mass Communication System-Swift K12 on-going

School Social Media Account-Class Dojo on-going

Parent Teacher Club-September 8, 2020

School Board Meeting September 10, 2020

All staff have been included in conversations and planning for school re-opening. Including classified staff without bargaining units.

Signed:



Title

Superintendent-Principal

Date:

Sept 1, 2020

**KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT  
RE-OPENING PLAN  
AUGUST 31, 2020**

**Elementary School Reopening Plans**

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

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

- Desks will be spaced to allow the maximum space available between students and staff.
- All desks will face the same direction.
- Restrooms will be wiped down twice daily, and thoroughly cleaned at the end of each day.
- Hand sanitizer will be available in all instructional areas.
- Staff will be provided with sanitation kits that include cleaning and disinfecting supplies (i.e. gloves, disinfecting solution, wipes and paper towels as well as non-disinfecting cleaning wipes).
- Student device keyboards, screens, and mice will be wiped clean by each student at the end of their use on each school day. K-6 classrooms will have devices assigned to each specific student for the entire school day. Devices will not be shared.
- Students will not share basic school supplies.
- Tissues, sinks, soap and hand sanitizer will be available within each classroom. Any student displaying signs of sickness will be immediately referred to the office; office staff will retrieve any student and remove them to the designated area (The Cave).
- Filtration systems in all heat-pumps will be upgraded to a MERV 13 rating. .
- Classrooms will be cleaned daily: all desks and shared surfaces, high traffic surfaces will be sanitized nightly.
- Drinking fountains have been turned off and marked with “do not use” signage.

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

Students will attend with their grade level cohorts, split into two groups and attending on alternate days and / or times, in order to maintain the CDPH guidelines of 6' of distance between each student, and between the teachers and students. Students will stay with their small group at all times including recess and lunch.

Cohort group size will range from an expected size of seven to a largest size of 12 in our kindergarten class.

A rotational schedule has been created for grade level cohorts: Some students will eat in their classrooms, and some will eat outside on the patio area, and some will eat in the cafeteria depending on the day. Specific play areas have also been designated for each cohort on a rotational schedule so that no one group always eats in the cafeteria or no one group always eats in the cafeteria.

Cohort groups will be determined by grade and days of attendance-either Monday and Wednesday or Tuesdays and Thursdays.

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

Knights Ferry School has no interior hallways. Students will enter and exit the school from the same spot, due to traffic mitigation issues. One way foot traffic throughout the campus is not a viable option. Students will be dropped off and allowed onto the campus one student per time and temperature checks will take place on the school site before students are allowed to proceed to campus.

Student cohort groups will not move throughout the campus without teacher supervision:

Escort to break / recess

Escort to lunch for those students eating on campus

## Individual student release for student dismissal

At the end of the day, students will be released individually from their classroom directly to their parent/family member or to walk individually home. Most students are dropped off by vehicle transport. Staff monitoring traffic pick-up will alert teachers with two way radios to send individual students to waiting cars. Students who walk home will be released individually as well.

Multiple lunch schedules will allow students to eat in smaller cohort specific groups. Some students will eat in class, some will eat outside, and others will eat in the cafeteria. Recess schedules are also rotating and students must stay in their cohort groups in the assigned area on the playground.

**See Appendix A**

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

Disposable face masks will be made available at all times for staff and students who do not have their own. Face shields in addition to cloth/paper masks will also be made available for staff that must work in close proximity to students, such as during assessments. Gloves are also available for staff to utilize at any time. Plexiglass shields will be put in place on the office desks, and available for staff for individual and close proximity assessments.

Masks or face coverings will be required for all students in grades 3 through 6.

All staff are required to wear masks, face coverings or face shields except when in their classrooms without students.

Students with medical exemptions or specific medical or disability based reasons for not wearing masks will be seated in the classroom as close to windows or doors as possible.

Positive Behavior Interventions and supports will be used to encourage and enforce the wearing of masks and face coverings.



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

Health screenings will be conducted daily for all staff and students:

- Daily before school temperature checks
  - Staff at home
  - Students at school
- Daily temperature checks upon arrival at school
  - All staff will take their temperature again before starting instruction
  - Staff will take temperature of all students before allowing students into classroom (see Appendix A)
  - Infra-red touchless thermometers are available in every classroom; the cafeteria and the office
- Daily self-monitoring and documentation acknowledging a of lack of the following symptoms by staff
  - New coughing
  - Runny nose
  - Fever (100.4 or greater)
  - Stomach upset
  - Diarrhea
  - New loss of smell
  - New loss of taste
  - Recent exposure to anyone with the COVID-19 virus
  - Travel to another country
- Students will also be monitored for upper respiratory symptoms, fever and the above symptoms on a daily basis. Parents will be asked to exclude their children BEFORE school each day if their child presents any of the above symptoms
  - Student drop-off procedures that include a brief visual health screening for the above symptoms as well as a temperature check will take place daily (see Appendix A)

Students exhibiting symptoms will be promptly isolated from their classroom, with a mask, and will wait for their parents / guardians to retrieve them immediately from school. The isolation area is away from other students and staff and will be monitored. The room will be closed as practicable and disinfected after each use.

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

Every classroom has a sink with soap dispenser. Sinks and soap dispensers are also available in each bathroom and in the cafeteria. Additional hand sanitizing dispensers were placed in each bathroom and the cafeteria. Portable hand sanitizers / dispensers will be available in the classroom and in the office. Each classroom has multiple, age appropriate hand sanitizer bottles for student and staff use, those meeting CDPH guidelines for use in school. Hand sanitizers 60% or more alcohol content.

Students will be taught to wash their hands:

- before they leave for school in the morning,
- when they arrive at school
- before and after eating
- before and after using the restroom
- Before and after playing on the playground / recess
- Staff and students are required to wash hands for 20 seconds or more regularly.

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

Six feet space markers have been placed on all sidewalk surfaces at the school. Student desks will be marked specifically for their cohort groups, leaving desks empty in between students, ensuring 6' feet of distance between students. Students will be instructed to walk in 6' spaced lines and to maintain social distancing of 6' at all times. Teachers have been given duct tape to make 6' visual markers in each class.

Students will also be taught to visually judge the distance of six feet for walking in lines, school beginning and dismissal times and for play as well.

Visual markers on lunch tables and outside areas will show students where to sit.

The staff room has been closed to group dining and staff are encouraged to eat in their classrooms or outside maintaining social distancing.

Plexiglass barriers will be used in the office.

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

**Upon a confirmed case of the virus the County Public Health Office will be notified immediately. Attendance will also be tracked in the CDPH database and positive cases will likewise be submitted to the SCDPH data base for assistance from Public Health for contact tracing.**

The Superintendent-Principal will oversee the direct steps of a school site response to a confirmed case of the virus. The following will take place:

- For High Risk Confirmed or Presumed COVID – 19 cases the Superintendent-Principal or designee will:

Complete the questionnaire in COVID-19 Response Investigation Form with the employee. The questions asked are:

1. Date of COVID-19 test?
2. When did the symptoms begin?
3. Were you a CPC (Close Personal Contact)? If yes, was that CPC a co-worker, a student or someone else?
4. During the 48-hours prior to the start of your symptoms, or date of COVID-19 test, where did you go within our workplace/jobsite/equipment?
5. During the 48-hours prior to the start of your symptoms, or date of COVID-19 test where did you go within our customers' workplaces?
6. Have you been self-isolating?
7. Have you been practicing frequent hand-hygiene while within our workplace/jobsite/equipment?
8. Have you been practicing 6-foot social distancing?
9. While at work, who have you spent prolonged time (more than 15 minutes) within an indoor/enclosed area, with less than 6 feet of social distancing?
10. Where, specifically, did these interactions occur?
11. When, specifically, did these prolonged interactions occur?

- Use the completed questionnaire to determine the identities of individuals the infected person may have come into CPC within 48- hours prior to onset of symptoms, or 48-hours prior to COVID-19 test.
- Also use this questionnaire to identify the specific area(s), tools, equipment, vehicles, keyboard and/or workstation used by the employee. Including possible “high-touch” contact surfaces, such as doorknobs, handles, desks, bathrooms, breakrooms, chairs, etc.
- Close off and/or isolate those areas, tools, cubicle(s), equipment, etc.
- Inform the custodian to ensure areas are cleaned and disinfected.

Notify and send any CPC employees’ home for 14-day self- quarantine and communicate the following:

Before employee returns to work, they must be **symptom free at least 10-days since symptoms first appeared and at least 24- hours with no fever without fever-reducing medication and symptoms have improved, AND** have clearance to return to work from their medical provider.

Notify CPC others (internal employees, other site/district employees, parents/visitors) of potential exposure.

Monitor closed-off area to prevent further exposure, provide access to cleaning professional (if needed), resume normal operations when disinfection is complete.

- For medium risk cases described as employees who had Close Personal Contact (CPC) with someone with a confirmed COVID-19 case or who has COVID-19-like symptoms, the Superintendent-Principal or designee will:
  - Communicate with each other to determine who will be the primary contact
  - Complete the questionnaire in COVID-19 Response Investigation Form with the employee.
  - Use the completed questionnaire to identify individuals the employee may have come into CPC contact with during their workday/activities.
  - If employee tests positive and/or notifies you of COVID-19 like symptoms, then refer to applicable High-Risk information.

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

- General COVID-19 safety procedures and protocols will be posted on the KFESD website and at all school sites.
- Social Distancing Guidelines for staff were reviewed on August 10, 2020 (see Appendix B)
- All staff will receive on-site training on the specifics of this application.
- The KFESD reviewed this application with the community including staff on August 31, 2020 and will review this application with the community at the September 10, 2020 meeting of the KFESD School Board or sooner.
- All staff will complete the Target Solutions COVID-19 training.
- The KFESD website and social media accounts will be utilized to communicate the specifics of this application to all stakeholders.
- School Site Council and Parent Teacher Club meetings will also be used to communicate the plan.

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

The Superintendent-Principal or designee will oversee the coordination staff to ensure that students and staff are quickly and safely removed from the school setting if they show symptoms of the virus. Testing of staff and students showing symptoms of the COVID-19 will be referred to the Stanislaus County Public Health Office for appropriate testing procedures.

The Superintendent-Principal or Designee will coordinate the actions of our staff regarding testing and periods of quarantine. The Superintendent-Principal or designee will also coordinate all return to work stipulations

The Superintendent-Principal or designee will coordinate with parents and students regarding testing and periods of quarantine.

Testing protocols for asymptomatic individuals will be dictated by the County Public Health Office.

**Triggers for Switching to Distance Learning:** *The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.*

A classroom cohort will stop in-person instruction if there is a confirmed case within that classroom cohort. Instruction will switch at that time to modified distance learning. All members of that class including staff will be quarantined.

Given the close physical confines of Knights Ferry School, the school will close for a 14 day quarantine period when there are **three** cases in more than one cohort. KFESD will consult with the Stanislaus County Public Health Office regarding full school quarantine should a staff member who has contact with multiple cohorts present with a confirmed case.

Quarantines will be determined in consultation with the Stanislaus County Public Health Office.

Any COVID testing results that moves Stanislaus County out of two or more of the testing tolerances listed below could trigger the KFESD to move back to Distance Learning for all students. This action would be executed in conjunction with the recommendation of the County Public Health Officer, the California Department of Public Health and state guidelines.

1. Greater than 200 cases per 100,000 of population for over 14 consecutive days.
2. Positive virus test rate greater than 8% over the previous 7 days.

#### **Appendix A- Student Social Distancing Protocols**

#### **Appendix B-Staff Social Distancing Protocols**

#### **Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools <https://www.cde.ca.gov/le/hn/strongertogether.asp> CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

## Appendix A

### KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT

#### SOCIAL DISTANCING PROTOCOLS-STUDENTS

- **DROP OFF**

- All students including walkers have temperature taken before class at home
- Parents stay in cars
- Staff to take temperatures with infrared / touch free thermometers before children enter campus
  - Exit car, staff takes temperature
  - Students less than 100.4 move directly to class, maintaining social distance
    - Hand Stamp denoting OK
  - Students more than 100.4 or exhibiting COVID-19 symptoms will be sent home immediately, with parents unless student has medical exemption (i.e, documented allergies)
  - Walking students temperatures taken in class-sent to office if more than 100.4 or exhibiting COVID-19 symptoms
  - Students will receive a hand-stamp noting they are not displaying symptoms
    - Students must have hand stamp before entering classroom

- **MOVING TO CLASS**

- Students stay with cohort group or walk individually to their room
- Maintain social distance of 6' while moving to class
- All staff monitor and support-either inside or outside of class
- 6' markers will be placed around campus
- No gathering on campus-all students go directly to class
- Teachers use thermometer to scan for temperatures of walking students
- Teachers check for hand stamps of all students

- **IN CLASS**

- Wash hands before starting instruction
- Social Emotional Emotional learning after lunch-requirement
  - Check in with students
- Morning Activity-hand washing;
- Train students and remind regularly on Respiratory Etiquette: sneezing, coughing hygiene etc; remind students about keeping hands clean and preventing the spread of germs
- Students as far apart as possible, no less than 6'
- Students seated at staggered desks (i.e, one set for cohort a, one set for cohort

- Students all face the same way
- Students in grades and up must wear masks
- Students in grades K-12 are encouraged to wear masks
  - Review with students proper mask wearing techniques
- Teacher should be 6' from students; wearing masks or face shields
- Small group work should be halted at this time unless students can be 6' distant from each other and / teachers
- Virtual or class visit only field trips...
  - May book field trips to give parents possible dates, but may have to cancel if we are still not able to do field trips
  - Make clear that the field trips at this time are not happening but dates are being held just in case...
- Socially distant- walking field trips in the community encouraged
- Outdoor instruction (groups separated) encouraged
- Individual classroom supplies for all students
- Limit sharing of any material as much as possible
- Wipe down shared supplies before use or after and between changes in groups
- **BATHROOM SCHEDULE**
  - Train students...wait 6' apart; no more than two student in bathroom at any given time;
  - Wait on six feet marks outside
  - Drinking fountains will be closed
  - Students encouraged to bring refillable water bottles; extra water bottles will be available in class
- **BREAKS** three recesses
  - 15 minute individual cohort groups am; (K-2, 3-4, 5-6)
  - Rotation of play areas
  - **Wash and sanitize hands before and after recess**
    - Field
    - Upper playground
    - Basketball court
  - **Wash hands after recess before starting instruction**
  - Games in cohort groups with individual within cohort group separated as much as possible
    - Shooting baskets without physical contact
    - Four square
    - Red-light green light
    - Simon Sez
    - Kick ball-no tagging at base
    - Softball-no tagging at base
    - Etc...



- **LUNCH**

- Three lunches
- Rotations for classes A days and B days grades 3-6
- All eat in class on rainy days or shelter in place bad air days
- Increase passing periods between lunch and recess
  - Lunch A (K-2) optimal weather-less than 90 degrees and not raining
    - K inside cafeteria
    - 1st
    - 2nd
  - Lunch B (3-4)
    - 3rd patio
    - 4th
    - 5th
  - Lunch C ( 5-6)
    - 6th
    - 5th

- **RECESS (see Breaks)**

- Rotations between back upper and lower playground
- Classes stick together; cohort groups should not mix
- Masks should be worn
- No mixing
- No contact play
  - No soccer
  - No tag of any sort
  - No flag football
  - No basketball
    - Shooting baskets individually or teaming without physical contact is acceptable
- No toys or stuffed animals from home at school
- Equipment and structure okay
  - Balls for each class; cohort use only
- **Wash / sanitize hands before and after recess**

- **PE**

- No Fall Sports 5th-8th
- Individual class PE
- No contact sports (i.e. Flag football)
- Upper Grades-suggested activities
  - Maintain physical distancing where possible
  - Strength training exercises
  - Flexibility

- Aerobic fitness
- mindfulness-yoga
- Lower Grades
  - Gross motor skill development
  - Non-contact sports
  - Maintain physical distancing where possible
  - Play
  - Mindfulness-yoga
- PE Time and Location Schedule

- **PICK UP**

- Individual release from class
- Walkie-talkie from pick-up area to classroom
- Parents wait off campus for child
- After 3 pm. Students wait outside

## Appendix B

### KNIGHTS FERRY ELEMENTARY SCHOOL DISTRICT

#### SOCIAL DISTANCING PROTOCOLS-STAFF

- All Staff Daily Self-Health Report / Hygiene
  - Upper respiratory symptoms-check
  - Temperature checks must be 100.4 or less at home and at school
  - Daily temperature reporting
  - Daily Documentation-signed by each staff daily
  - Wash hands before and after leaving the school site
  - Wash hands frequently
  - Use proper tissue for sneezing and coughing or use elbow protocol

Masks, face coverings or face shields required by all staff

- Model for the students; encourage each other-preventing disease spread is a civic duty as well as vital for our very small site
- Office limited to two adults other than Dr. J and Amiee
- Students no longer sent to office for band-aides or other simple issues
- Call office for discipline issues-student will be retrieved from class
- No student use of copy machines in office
  - Limit copying
  - Call office for extra copies
    - Do not send random students to retrieve copies
    -
- No volunteers on campus or in class
- No field trips
  - Book field trips to hold dates but all field trips are PENDING / and not optional based on current status of COVID-19 spread
  -
- **DROP OFF**-staff roles
  - All students including walkers have temperature taken before class
    - Check status of all students before instruction begins
  - Students in class; doors open
  - Students not allowed to mingle on campus
  - Staff to take temperatures with infra red thermometers before children enter
  - Limit student mingling and mixing in clumps when putting away back packs, being in cubbies etc; maintain social distance of 6" between students
- **MOVING TO CLASS**

- Monitor social distancing
- Maintain social distance from students and staff
- **IN CLASS**
  - Mark social distancing places-no less than 6
  - AM students in one group of desks / PM students in the other
  - Students must be 6' distant from others
  - Students in grades 3 and up are required to wear masks at all times
  - Develop a mask wearing protocol including:
    - Don't share
    - Sanitize hands before and after use
    - Sanitize straps if appropriate
    - Dispose of properly
    - Give positive reinforcement for wearing mask (encouraging)
    - Staff should also wear masks when interacting with students
  - Maintain as much as possible a 6' distance from students
  - Wear your masks or face shields during instruction
  - Structure students so that groups are small and students may be as far apart as possible in group work/ masks required or eliminate group work
  - Teach outside, without mixing with another class, as often as appropriate
  - Windows and doors can / should be open if it's not too smokey or hot
- **BATHROOM SCHEDULE**
  - Limit the number of students going to the bathroom at any one time
  - Teach students that no more than two students should be in the bathroom together
  - If the students in the bathroom are not from their class, students should wait
  - Wash, hands, wash hands, wash hands, wash hands....and then wash them some more...then use the hand sanitizer walking back to class. :-)
  - Wash hands before and after bathroom use
- **BREAKS**
  - Maintain socially distant lines for students moving to and from breaks
  - Maintain social distance from other staff members
  - Wear masks
  - When using the coffee maker or other items in the staff room such as the microwave or refrigerator WIPE THEM DOWN
  - Wipe down any copier, table etc....
- **LUNCH**
  - Eat outside if weather permits
  - Staff room table closed
  - Interacting in groups should be strictly limited and social distancing and use of masks
- **RECESS**
  - Students should wash hands before and after recess...schedule time in class

- Monitor recess schedule so that you go to recess at the right time in the right place
- Students need to be taught not to mingle for now...stay with their classmates and practice vigilant social distancing
- Bobcats stay with their dens. :-)
- **PE** (PE will be done at home during waiver period)
  - Individual class PE
  - No contact sports (i.e. Flag football or soccer)
  - Do PE at scheduled time and in scheduled place with your class only
  - Upper Grades
    - Maintain physical distancing where possible
    - Strength training exercises
    - Flexibility
    - Aerobic fitness
    - mindfulness-yoga
  - Lower Grades
    - Gross motor skill development
    - Non-contact sports
    - Maintain physical distancing where possible
    - Play
    - mindfulness-yoga
- **PICK UP**
  - Students remain in class, six feet apart, until they are called from the pick up line
    - Staff will call when student should be released
    - radios need to be charged and used daily ( this isn't new but will be necessary for dismissal)
  - Do not dismiss entire class at once; students will be called individually
  - Discourage clustering together; monitor social distancing
  - Require, encourage and reward mask wearing for all students
  - Wear your masks, shields or other face coverings, modeling best and most healthful practices..

# Learning Continuity and Attendance Plan Template (2020-21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Knights Ferry Elementary School District	Dr. Janet Skulina Superintendent/Principal	jskulina@kfesd.org (209) 881-3382

## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

On March 17, Knights Ferry ESD, closed the school site per county public health order to in-person instruction. As of our first calendar day of school, under public health order because of the high rate of COVID-19 transmission in Stanislaus County, we are continuing to operate and provide instruction through distance learning only.

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Starting in March of 2020, multiple surveys were sent to parents related to learning preferences and distance learning needs. The first survey, sent in early March was related to technology needs and connectivity. Schools were closed by state and county order and KFESD distributed Chromebooks based on the survey and parent requests. Another parent survey using Google Forms and our mass communication system was sent to parents asking them to list their preference between half day instruction, two day per week full day instruction, complete distance learning. Regular communication with families occurred through the months of June and July through Class Dojo and the district's mass communication system. Requests for comments and suggestions were made. There were roughly ten parents who responded to the district's attempts to answer parent questions related to state and county order and approximately 65% of families responded to the learning options survey.

Weekly meetings were held with the entire staff throughout the closure until the school year. A voluntary meeting was held with teachers on July 23 to solicit their feedback on the distance learning schedule and to make adjustments accordingly. School Site Council Meeting 8-31-20; Parent input survey 8-28-20; community Zoom meeting 8-31-20

[A description of the options provided for remote participation in public meetings and public hearings.]

Board Meetings were held first in-person and then via Zoom. Parents were invited to give input through calling the office or through e-mail comments related to agenda items. Parent club meetings were held via Zoom. Class Dojo information which allows two-way conversations were also sent on a regular basis throughout the summer. A public hearing was held on September 10, 2020.

[A summary of the feedback provided by specific stakeholder groups.]

Little feedback was received from the community / parent stakeholder groups. Regular communication and meetings were held with staff stakeholder groups and their input was considered and plans adjusted as appropriate. Although, the majority of parents expressed a preference for in-person instruction and some safety concerns related to either under or over cleaning.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

Our stakeholder community preferred a rotational, two day per week schedule. However, that the time of this writing, KFS is limited to distance learning only because of county ordinance.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

At the time of this writing, Knights Ferry School is limited to providing distance learning only. However, individual student assessments are allowable by appointment via county health order.

### Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
No funds have been expended for in-person learning as in-person learning is not currently allowable in our county; standard funds related to staff salaries, curriculum purchases and technological purchases have been made. Technological purchases were made to promote distance learning.		

Description	Total Funds	Contributing

## **Distance Learning Program**

### **Continuity of Instruction**

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

The District chose to use the same curriculum for distance learning as we would have and will for in-person instruction. Google Classroom will be utilized to post assignments and create opportunities for learning continuity. Distance learning formats, should they be necessary, will not impinge on progress with district adopted curriculum.

### **Access to Devices and Connectivity**

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

Knights Ferry School, in conjunction with support from our Parent Teacher Club has purchased Chromebooks for all children in grades 1-8 and iPads for students in grade K. All students who request a Chromebook will receive one. Ten hot spots were purchased and distributed to families who were eligible for free and reduced lunch and required a hotspot. Ten additional hot spots are on order at this time.

### **Pupil Participation and Progress**

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Students have 2.5 hours of live instruction with teachers daily. Two hours of the instruction is through whole group, and each student will participate in 15 minute small group rotations with their teacher for math and ELA. Additionally, teachers will provide individual support each afternoon to provide remediation and intervention to students they identify through assessments as well as through parent request. Teachers will take attendance daily and track the number of times students log-in to the Google Classroom. Teachers will communicate with students using Google Classroom and to parents using Class Dojo. The work assigned to students is primarily the same work they would be getting in the classroom, but delivered through digital means such as the program KAMI that provides writeable PDFs. Assignments given outside of the instructional time periods will be monitored through the use of Google Classroom and Kami.



## Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Tech support is provided to the staff via a contract agency on regular, off-site basis and through personal request on an as needed basis for software, and hardware needs. Staff was provided with laptops, or Chromebooks as desired as well as document cameras. Essentially, staff was provided whatever technology they requested as much as possible. A training for staff on utilizing Google Classrooms was held prior to the opening of schools

## Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

All staff currently picked up increased roles in using technology and solving technological problems both on and off-site. KFESD has only 14 total staff and no specific tech specialist. All tech support is through a contracted agency. Custodial staff (1) also had an increased emphasis on cleaning with a commensurate decrease in the ability to do other custodial duties.

## Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

KFESD does not have homeless or foster youth at the time. We did, however, ensure that our students who qualified for free and reduced lunches received hotspots with free wifi and Chromebooks. A translator is used for communications with our monolingual Spanish speaking families. Our students received speech and resource support continue to receive their services as stipulated in their IEPs although the services themselves are provided remotely. All families are encouraged to work with their teachers when they are having difficulties with internet connections. KFS staff have the latitude to be as flexible with students at the state allows.

## Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Purchase of 20 mifi hotspots	\$5000	
Purchase of 30 Chromebooks	\$15,000	
Purchase of charging cart	\$2000	
Purchase of exterior wifi access point and installation thereof	\$600	

Description	Total Funds	Contributing
Purchase of 140 head phones	\$1820	
Purchase of a Zoom business subscription	\$1400	
Purchase of Renaissance Learning Platform-Freckle, Star Math and ELA assessments		

### **Pupil Learning Loss**

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Each teacher will be starting the school year with assessments in both math and ELA. These assessments will be used to place students into remedial software for supported instruction. Likewise, this same program will accelerate student learning as possible. Regular benchmark assessments will be individually administered to students via virtual means. Teachers will also start with grade level review of core materials in math and ELA.

### **Pupil Learning Loss Strategies**

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

At this time, KFS has no foster youth and no homeless youth.

## Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Students will be assessed either in-person or virtually depending on the student. The District will use the Start Math and ELA assessments school-wide, and individual assessments in class.

### Actions to Address Pupil Learning Loss [Additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Create a kindergarten cohort to enhance early childhood learning-provide daily instruction in-person		
Utilize Freckle for math, ELA, science and social studies-an online learning platform that allows students to receive instructional support at their assessed level.		
Individual, virtual meetings with teachers at student request.		

## Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Staff: regular meetings with a created "space" for staff to express concerns and issues as well as celebrate successes; continue to pass to staff Employee Assistance Program offerings through out health insurance-SISC; purchase daily affirmation items such as books for staff; open door policy for staff with a confidential, "safe space" created for support.

Students: individual meetings with teachers; referrals to Behavioral Health Services through Stanislaus County as appropriate; social-emotional curriculum built into distance learning schedule.

## Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

The District is using Class Dojo to regularly engage in two-way communication with families. More resources have been added to our website for families. Parents who have been having difficulty with technology have been given 1:1 support in-person and over the phone. Teachers are expected to post assignments daily in their Google Classrooms so that a child may access those assignments at anytime, assuming the child may have missed live instruction. Teachers have a daily check-in, and are taking attendance during their daily, live instruction time periods. Students who regularly miss sign-in and live instruction are first contacted by their teacher-Tier 1; trouble shooting, support and advice are provided during Tier 1; the Superintendent-Principal will contact parents under Tier 2 after three days of not meeting at least 60% interaction through combined live instruction and assignments. Support in terms of technology and access will be given to parents under Tiers 1 and Tiers 2.

## School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

All families eligible for free and reduced lunch will be individually contacted to determine their desire for school meals. School meals are provided daily in a "grab and go" format via contract with a neighboring unified school district.

## Additional Actions to Implement the Learning Continuity Plan [Additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[A description of what the action is; may include a description of how the action contributes to increasing or improving services]		

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
%	

### Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Hotspots that were purchased were given out in a priority fashion to low-income and ELA first. Lunch services were also offered to these families. These actions met the needs of our low-income and English learner families, particularly when coupled with individual support for technology issues.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Low-income and English learners were given priority assignments for the hotspots. At this time KFESD has no foster youth. All students who struggled with technology, primarily low-income or English learners, were offered 1:1 tech support in order to assist with accessing distance learning.

