



Spring 2021

**School Reopening for In-Person Instruction and Learning
A Handbook for Parents**

**Mt. Baldy Joint Elementary School
District**

This document outlines guidelines related to the reopening of our campus for in-person instruction. We reserve the right to make additions, amendments, and deletions at any time. While it is derived from our school's reopening plan aligned with public health guidance, this document is not intended to describe all safety protocols and procedures. You can access our full reopening plan as submitted to public health on our school website: <https://www.mtbaldy.k12.ca.us/>

Dear Mt. Baldy School Families,

In the spring of 2020, Mt. Baldy School transitioned rapidly to distance learning and we learned together how to navigate this new instructional landscape. As we began the 2020-2021 school year in distance learning, we were able to build on what we learned during the spring and make adjustments and refinements for our school's distance learning plan. We adjusted to the mandates issued by the San Bernardino County Department of Public Health (SBCDPH).

In preparation for the reopening, MBS administration and faculty ensured that the appropriate steps were taken to ensure a safe and smooth transition. This document contains clear and explicit protocols, health and safety guidelines, and procedures on how we will maintain our school for safe in-person instruction. With the cooperation and patience of the entire community, we can do our very best to be safe and healthy.

Key prevention practices are:

- screening at home
- cleaning and disinfecting of all classrooms and common areas
- physical distancing to the maximum extent possible
- use of face coverings by all staff and students
- frequent handwashing and use of hand sanitizers
- air purifiers in classrooms, office and workroom
- MERV 13 air filters in HVAC system
- training for all staff and students on these and other aspects of the COVID-19 prevention plan

In addition, Mt. Baldy School will have appropriate processes for the identification of new cases and to intervene quickly when these are identified, to prevent the spread of the virus. This exposure management is a critical part of our plan.

We are committed to serving our families and to remaining vigilant about maintaining the wellbeing and health of our students, teachers and staff. The Mt. Baldy School Community is a community that has a tradition of working together for what is best for our students and staff. During these unprecedented times, we expect no less.

In gratitude for your

commitment,
Sincerely,

Nancy Sirski
Superintendent/Principal



Return to Campus

As we began the year in distance learning, our faculty and staff were busy preparing our campus for the eventual return to in-person instruction.

Since the beginning of this unprecedented spread of the pandemic, Mt. Baldy School administration and faculty have been working diligently with the San Bernardino Department of Public Health (SB CDPH), and the San Bernardino County Superintendents' Office among others, to monitor and plan for a safe return to campus for both the faculty and our families. In this handbook, you will find information on what to expect when bringing your child(ren) back to campus, what has changed, new requirements and more. The safety of our staff, faculty and your families is of the utmost importance, and will be a shared responsibility of us all to ensure that we can keep the children in school long-term, that we have little-to-no cases to report, and that we continue to provide the highest quality education to our students.

We'll break down the information by highlighting the journey our families take when coming to school, so that the new expectations are easy to understand, digest and follow. Please note that this is a working document, and that we will notify parents of any changes immediately. We welcome feedback and participation as we enter this transition to on-campus learning.

We are delighted to be able to welcome all students of families that choose to have their children return to campus. This has been an unprecedented experience for all students, parents, teachers and staff. The Covid-19 global pandemic forced us to take extraordinary measures to safeguard personal and public health. Some families need to continue with remote learning as a necessary choice. For others, re-opening the school for in-person learning and instruction is the appropriate step. We are grateful to everyone for their continued commitment to the Mt. Baldy School Program, especially under these most unusual times. Welcome back, Mt. Baldy students!

We also acknowledge that we are still facing the challenges of a pandemic and therefore, we have made adjustments to in-person instruction and on-campus routines to ensure the health and safety of our entire school community. This document outlines the adjustments that we have made in alignment with public health guidelines.

What to Expect When We Return

To the extent possible:

- remote learning options for those families not yet comfortable with in-person instruction
- students in stable classroom groups, with no mixing between, so students remain in class with the same people
- simultaneous instruction for in-person and remote learners
- dismissal is directly from classrooms to carpool and bus



- whole group, small group and individual instruction will continue
- specific times designated for socializing/play outside using safe practices (distance and handwashing)
- no large gatherings (assemblies)
- no parent volunteers until allowed by CDPH Safety Tier guidelines
- new sanitation stations for handwashing and water bottle refills



Required Actions and Protocols:

- Follow all CDPH mandates for school
- Covid Compliance Team is responsible for maintaining and monitoring all safety protocols. Team Leaders: Nancy Sirski, Amy Forman and Monica Arias
- All staff and students wear facial coverings (masks)
- Desk shields for each student as determined necessary by the teacher
- Student desks placed at least 3 feet apart and at least 3 feet from teacher desk
- Staggered recess
- Students who are unwell are isolated in a specific location to minimize contact with others until they are collected by parents
- Frequent hand washing and use of hand sanitizers
- Field trips and other non essential events are suspended



Office Schedule

The school office will be open for visitors between 7:45 a.m. - 3:45 p.m. Monday - Friday



Visitors to MBS

All visitors must report directly to the school office. Everyone must comply with measures outlined for personal health and safety, compliant with the mandates of San Bernardino CDPH.

All visitors must:

- submit to screening which includes temperature check and general questioning about general health and wellness, and symptoms common to COVID-19
- wear a protective face mask or covering
- maintain a distance of 3 feet physical distance minimum whenever practicable
- wash hands frequently



Hand sanitizer is available for use throughout campus and handwashing stations have been installed outside the 1-2, fireplace room, and the outdoor classroom.

On-Campus Schedule

We welcome our students to arrive no earlier than 7:45 a.m. Students will be escorted to their classrooms following stable group paths. Teachers will be in classrooms ready to receive their students.



Once in the classroom, each child must remain with their stable group. As they enter a classroom, the teacher will ensure the child uses hand sanitizer or wash hands. Each student will have an assigned cubby space or hook to place a backpack and snack. Educational materials will be kept at the individual desk. Grades 5-8 will remain in their stable groups throughout the day and will not change classrooms. Lunches will not be distributed at school. In order to obtain meals, families should continue to drop by Claremont Unified School District's curbside meal distribution sites.

Classrooms, offices, and restrooms will be cleaned frequently every day by maintenance, faculty, and staff.

Distance Learning Option

We will continue to offer distance learning for students that may opt to not return to campus or may be required to stay at home due to illness or quarantine. To accomplish this, we will use streaming video--meaning that remote learners will experience the same instruction as in-person students to the greatest extent practicable. Teachers will use a variety of research-based blended learning instructional models

to simultaneously support students on-campus and at-home. The models may vary based on teacher and grade-level, but include station rotation (students "rotate" through stations on a fixed schedule) and instruction that includes a period of direct instruction, guided practice and independent work. Remote learners will have up to a half hour of extra online instruction with the teacher daily to assure students are receiving instruction equivalent to those on campus. Materials will continue to be distributed by teachers on instructional material pick-up days that will be determined by individual teachers.

The instructional schedule for students engaged in distance learning are posted in Google Classroom by each teacher. Parents will be notified of any adjustments. Students should log on to their class Google Meet at 8:00 am and remain logged in until lessons conclude for all students at 12:00 p.m.

Attendance

Student attendance will continue to be taken daily.

- For students **on-campus**:
 - Attendance will be taken by the teacher.
 - If your child is scheduled to be on-campus and will be out for any reason, please call the office by 8:00 a.m. to report the absence.
 - Students who arrive late to school will need to be escorted by a caregiver to the front office for a tardy slip. If your child needs to be at home for an extended period due to quarantine, the student will participate in instruction through distance learning. It is your responsibility to communicate and coordinate this with the child's teacher(s).
 - A non-Covid related absence is treated like a normal absence. Your child's teacher will provide your child with assignments missed upon return to school. Virtual instruction is not an option for non-Covid related absences.

- For students **at-home** (whether due to distance learning or quarantine):
 - Teachers will take student attendance daily through the Google Meet class session.
 - In order for attendance to be valid, students are expected to complete assigned work and/or participate in class.
 - If your child is absent for the day, due to illness or other reasons, please call the school office and leave a message on the attendance line by 8:00AM.
 - The message must include the name of the parent/guardian making the report, the child's name and grade, and the reason for the absence.

Communication

Parents are asked to communicate with teachers via email or by phone. Please remember that the teachers' priority is time with the students. Now that our teachers will be engaged in on-campus instruction, they will likely not be able to respond during school hours. However, teachers will respond as soon as possible, but within 24 hours.

Teachers will continue to hold virtual office hours. The purpose of virtual office hours are for

reteaching, remediation and support and for answering questions.

The school administration will continue to provide weekly updates through the MBS Memo. Administration and teachers will also communicate through emails and weekly newsletters.

Technology and Device Use

All students, whether on-campus or at-home, are expected to follow our Acceptable Use and Responsibility Policy that was signed as part of the beginning of year paperwork. Each classroom will continue to use Google Classroom to communicate and organize student learning as needed.

On-campus students in some classes will continue to utilize technology to engage in learning.

COVID-19 Health & Wellness Protocols

In order to minimize the risk of COVID-19 transmission on our campus, and in compliance with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and support.

Access to the school is limited to staff and students only. Temperatures may be checked and the person re-screened at any time during the day if there is any cause for concern. Staff members, parents, and visitors will be asked questions related to the symptoms and exposure to COVID-19 virus.

At-Home Health Screenings

Parents, guardians, and caregivers have a key role in screening students prior to coming to school. They should be conducting daily HOME temperature screening, and monitoring for signs of infectious illness. Prior to arriving at school each morning and after returning home each afternoon, please implement certain routines that will assist us in keeping our community healthy. It is critical that parents report any "positive" screening results by calling the school office at (909) 985-0991.

MBS expects students and staff to stay home when sick to help prevent the transmission of COVID-19, and any other illnesses

Arrival & Dismissal

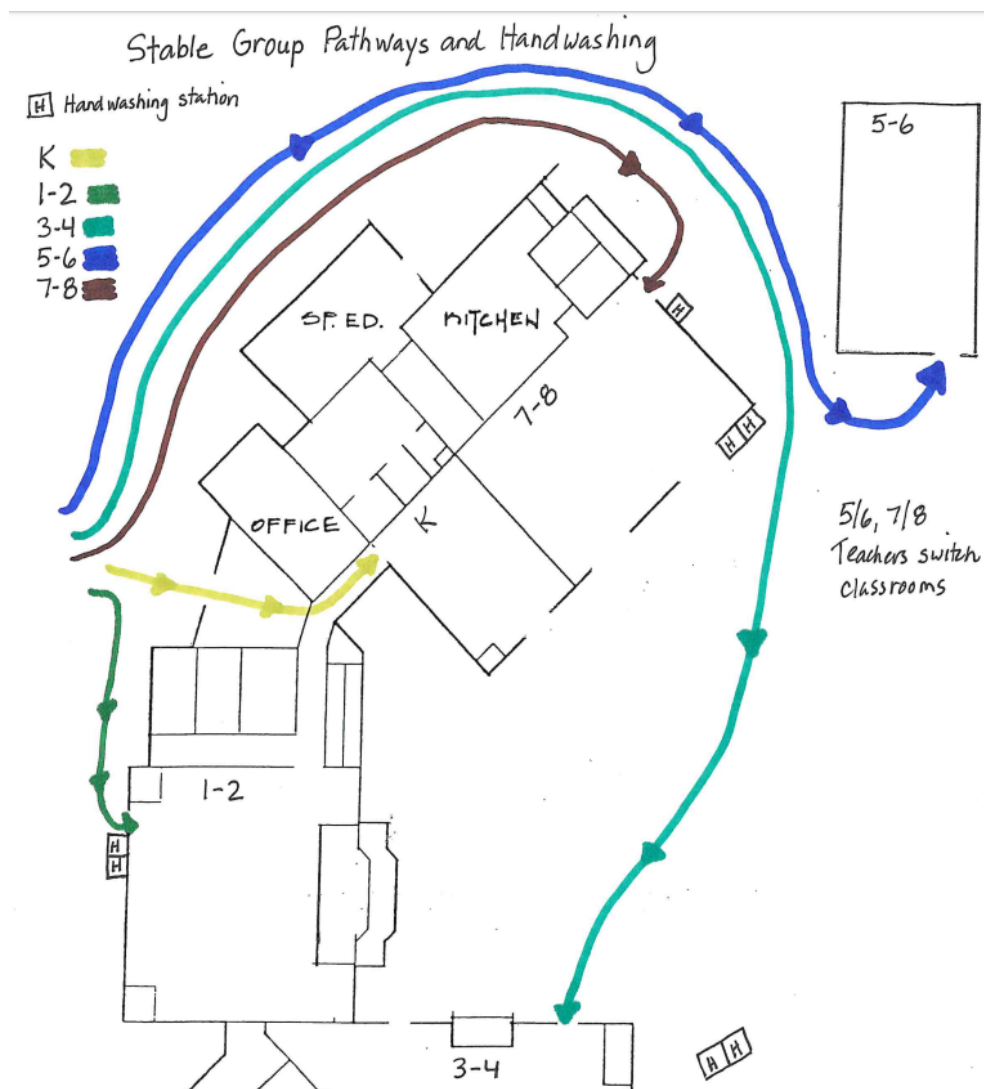
We have created arrival and dismissal protocols that will allow us to efficiently screen students and reduce large gatherings.

Arrival

Based on the guidance from public health, each child will enter campus directly from their car in the parking lot, and follow a specific route to their classroom to minimize large gatherings. Vehicles should line up single file to drop off students. Each child will be visually screened for symptoms before exiting the vehicle. Please make sure your child exits the vehicle from the right hand side of the car only, and does not exit the car without being signaled to by a staff member. Parents may not accompany their children, and only faculty and staff are allowed in the classrooms. For the week of April 19th-23rd, students in grades K-1 may be escorted to class by an adult. During drop-off, parents are to remain in their vehicles. Please ensure students are wearing their mask, have their belongings, and are ready to

exit the car quickly.

In order to reduce congestion, we ask that you attempt to drop off your children during the following



times:

- Parents of multiples and Kindergarteners: 7:45 a.m.
- Last name starting with A through M: 7:50-7:55 a.m.
- Last name starting with N through Z: 7:55 a.m.

The bus will drop off and pick up students at the gate North of the parking lot. Students will exit the bus and walk directly to their classrooms with staff supervision.

Students who walk or bike to school are to enter the school through the North (dog door) gate. A staff member will unlock the gate at 7:45 a.m. Please contact the school if you intend to have your child

walk or bicycle to school.

Dismissal

Vehicles will enter the parking lot single file and children will be called to their vehicle. During dismissal, parents are to remain in their vehicles. Each child will be dismissed and released by their teacher from their classrooms, after their carpool name has been called.

Students will exit the classrooms from the outside doors with the exception of kindergarten. Students in kindergarten will exit through the main entrance by the office. Please ensure your child quickly buckles up to keep the line flowing quickly.

In order to reduce congestion, we ask that you attempt to arrive to pick up your children during the following times:

- Parents of multiples and Kindergarteners: 11:55 p.m.
- Last name starting with N through Z: 12:03 p.m.
- Last name starting with A through M: 12:06 p.m.

Students riding the bus will dismiss through the North gate.

Students who walk or bike home from school are to exit the school through the North (dog door) gate. A staff member will unlock the gate at 12:00 p.m.



Symptom Monitoring

If a student experiences symptoms during the school day, the teachers and staff will follow the school plan for isolating and contacting the family.

- Anyone with a temperature of 100.4 degrees or higher, who display any Covid-19 symptoms (coughing, fatigue, shortness of breath, etc.) will be isolated and sent home immediately.
 - Student or staff member is excused from the classroom and the office is notified.
 - The student is taken to a designated isolation room until transportation can be arranged to send the student home, or to seek emergency medical attention.
 - Parents are contacted by phone to arrange to collect the student as soon as possible. The student remains in the isolated area until collected.
- Parents are to consult with their healthcare provider for evaluation and determination if testing is recommended and then they must report back to the school.

- Classroom members may be contacted by the office with the appropriate updates and instructions.
- Students who will be required to quarantine at home may participate in distance learning.

Face Coverings

The SBCDPH states that face coverings are required for all persons on campus. Everyone over the age of 2 will be required to wear appropriate face coverings when on campus. Staff members are permitted to remove their face mask when they are working alone in the privacy of their classrooms or offices.

Facial Covering Requirements:

- fit properly over the nose and mouth
- safe material to breath through
- marked with student's name
- meet PPE standards
- if a mask is deemed to not meet safety standards, the student will be provided a mask by the school

The teachers and staff have developed procedures to help support the proper wearing of face coverings and hygienic storage during snack. Facial coverings can be removed and physical distancing will be in effect at all times. Students will be given a lanyard to allow them to continue wearing their mask safely on their person. We ask that you review and reinforce these procedures at home.



Staff Testing

Mt. Baldy School will be implementing surveillance testing on all faculty and staff as deemed in accordance with CDPH guidance. The school will offer to conduct a rapid test to a student with a signed consent form. Families may obtain further tests for their child from the school or from their healthcare provider. Data from the testing will be reported to the San Bernardino CDPH.

Limited Sharing of Furniture, Supplies, and Materials

Due to the possibility that the virus may be transmitted via shared supplies and materials, we have devised a plan to minimize contact exposure.

Students will be assigned a desk and chair in the classroom. They will use the same desk and chair throughout the school day. Students cannot share any items with each other. Each child's belongings will be separated and stored in individually labeled storage containers. Teachers will have a 'used' box for any items students may have borrowed from the teacher. Teachers will consistently wipe down high-use surfaces which may include their own technology, door handles, and desktops.



- Students are to bring a labeled refillable water bottle. Refill stations are available throughout the school.
- Students are not to share drinks or food.

Physical Distancing Practices

In order to maintain a distance of six feet between students and staff whenever possible, certain alterations have been made to classrooms, hallways, restrooms, and other common spaces. As per the guidelines in the SBCDPH, all areas of the campus need to provide safe physical distance and barriers may be used at teacher discretion.

Classrooms

- Student desks/workstations are separated from 3 feet to 6 feet
- For increased ventilation and airflow, teachers will use ceiling fans and open windows and doors where practical.
- Classes (stable groups) will stay together for the duration of the day
- Students will use a singular computer when applicable



Outside Recess

- Picnic tables and amphitheater benches have been marked to provide for safe physical distancing.
- Classroom desks may be used for snacktime in the event of inclement weather.

Hallways

- Physical distancing signs are posted throughout the hallways

Playgrounds/Outdoor Spaces

- Activities that provide for physical distancing are encouraged.
- Per SBCDPH guidelines, playground equipment will be available for use.

Health & Hygiene Practices

Students and staff must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and wipe down high-use items and areas at regular intervals. Handwashing stations are located throughout the school. Sanitation stations are located in classrooms, the office, and the staff workroom.

Staff and students are expected to wash/sanitize their hands:

- before and after eating
- after using the restroom
- after outdoor play
- before and after any group activity

Cleaning and Disinfection

In preparation for the reopening of campus, the school has been completely cleaned and disinfected. As we begin on-campus instruction, we have implemented a plan to ensure



that campus continues to be thoroughly cleaned and disinfected. Commonly touched surfaces, such as doorknobs and railings, will be disinfected frequently throughout the day. All working surfaces and shared objects will be sanitized after each use. In addition, maintenance and custodial staff will do a thorough cleaning of every classroom daily. Outlined below is

a reference guide for cleaning and disinfecting. All cleaning supplies used are in compliance with the lists of approved disinfectants.

Using disinfecting products approved for use against COVID-19(EPA list), MBS staff members will assist:

- Cleaning of classrooms, offices and common-use areas at the end of each use and at the conclusion of the day.
- Cleaning of handles and doorknobs and light switches frequently throughout the day.
- Copy machines will be cleaned after each use.
- Student and teacher restrooms cleaned frequently throughout the day.
- Faucets/sinks frequently throughout the day.

Reporting Positive Cases

If we have a confirmed case of COVID-19 reported to the school, MBS will follow the reporting protocols required by the SBCDPH. Safety protocols will be followed and the information about the case(s) will be appropriately shared with the school community. If it is determined that a person with COVID-19 has been at school and poses a risk of exposure, the school may consider closing for cleaning, disinfecting and quarantine. MBS will follow the San Bernardino County Public Health procedures for reporting, and complete the appropriate Exposure Notification Form and instructions to report it to the SBCDPH.



Home Health Screening

- Parents will monitor the student at home for symptoms
- Parents inform the school whether a student tests positive or negative for COVID-19
- Students must have normal temperature and no vomiting for 24 hours (without intervention of medication) in order to return to school

School Site Screening

If a student experiences symptoms during the school day, the teachers and staff will follow the school plan for isolating and contacting the family.

- Anyone with a temperature of 100.4 degrees or higher, who displays any Covid-19 symptoms (coughing, fatigue, shortness of breath, etc.) will be isolated and sent home immediately.
 - Student or staff member is excused from the classroom and the office is notified.
 - The office takes the student to the designated isolation room until transportation can be arranged to send the student home, or to seek emergency medical attention.
 - Parents are contacted by phone to arrange to collect the student as soon as possible. The student remains in the isolated area until collected.
- Parent consults with healthcare provider for evaluation and determination if testing is recommended.
- Class members are contacted by the school office with the appropriate updates and instructions.
- All students on site will be monitored throughout the day for the display of any Covid-19 symptoms (coughing, fatigue, shortness of breath, etc.).

Responding to Positive Cases

After MBS has a confirmed case of COVID-19 reported to the school, we will follow the reporting protocols required by the SBCDPH. Data and information on members of the community is confidential and will be maintained in accordance with privacy laws and regulations. If it is determined that a person with COVID-19 has been at school and poses a risk of exposure, the school may consider closing for cleaning, disinfecting and quarantine.

MBS will inform the community if a student or staff member has exhibited symptoms of COVID-19 and/or has tested positive or negative. Through tracking and tracing, some class members may be required to quarantine at home until we receive clearance by a medical professional. Students in quarantine may access distance learning, and MBS will accommodate individual needs and concerns. Staff will be required to work from home if practicable.

Plan for Partial or Full Campus Closure

In the event that we are required by the county health department to close campus for some or all students, we are prepared to continue to support our students through distance learning instruction.

Bus Health & Wellness Protocols and Schedule

In order to minimize the risk of COVID-19 transmission on our bus, and in compliance with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and support. **Prior approval must be obtained before riding the bus, please contact the school office for approval.**

For this year only, we will have two bus stops. These bus stops have sufficient parking spaces for families to wait safely with their children for pick up in the morning and pick children up at the end of school.

Students and their caregivers need to maintain social distancing of at least 3 feet and wear masks while waiting for the bus.

Students are expected to behave in a safe way and treat the property of Life Bible Church properly. Parents need to park in the West/Euclid end of the Life Bible Church parking lot only.

In compliance with COVID-19 health and safety regulations in effect by the Chaffey School District and Mt. Baldy Joint School District, the following guidelines must be followed.

Morning Pick Up

Parents, guardians, and caregivers **MUST** be standing next to his/her student every morning to receive a health check by the bus driver. **Any student who is not accompanied by an adult will not be permitted on the bus.**

Students will have a temperature check before entering the bus, use hand-sanitizer before

entering the bus, and have and keep a clean mask on at all times both outside and on the bus.

Afternoon Drop Off

Students must be picked up promptly during afternoon pickup. If a parent/guardian is not present at a student's regular drop off, the bus driver will keep the child on the bus and call the school, and continue on the route. School employees will call the parent/guardian. The bus driver will call the school again, and wait with the child at the last bus stop for no more than 30 minutes, then must transport the child to the Upland Police Department.

Bus Schedule: 2020-21

Please allow five-minute leeway (early or late) at each bus stop.

MORNING RUN		AFTERNOON RUN	
S.E. Corner of C & 1st	7:10	Mt Baldy School	12:05
	7:17		12:07
	7:19		12:12
	7:24	2426 Euclid @ mailbox	12:31
2426 Euclid @ mail box	7:29		12:35
	7:48		12:37
	7:52		12:40
Mt. Baldy School	7:45	S.E. Corner of C & 1st	12:43