Re-Opening Plan
Academic Year 2020-21
Re-Opening Innovative and Safe Schools
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Dear HLPUSD students, families, and staff,

As your new superintendent, it is with great honor that I welcome you to the 2020-2021 school year via Distance Learning! We look forward to starting school on August 5, 2020, by providing our students with a quality education. Our HLPUSD educators, staff, and leaders have been preparing this summer to provide innovative and safe schools. Our teams have planned for hybrid, independent studies, and distance learning models to ensure that our students receive engaging, rigorous, and standards-based instruction individually or in combination. It is our goal that this guidance provides our students, families, and staff with an easy to read reference using protocols received from national, state, and local health agencies.

It is a priority that the instructional components within this guidance provide our families the assurances on innovative instruction as outlined in Senate Bill 98. Our educators have received professional development to prepare for a new online learning platform, Canvas, which students will utilize daily for obtaining assignments and live interactions with their teachers and other staff to ensure that our students are connected. Safety nets are in place to assist our families who may be experiencing hardships through this pandemic, so we ask that you please reach out to us through your child’s principal and/or designated staff on campus.

While the safety procedures embedded within this document are meant to diminish the spread of COVID-19, we know that it will take everyone working collaboratively to mitigate the transmission and exposure. We know that practicing safety protocols outlined in this document will lead us in the right direction. We ask that after reviewing this guidance, you reach out to your child’s school should you have questions. Our schools have held several virtual meetings to provide support to our students, families, and staff.

We will be monitoring the guidance received from the Los Angeles County Department of Public Health on an on-going basis to plan for the reopening of schools when it is safe to do so. Currently, a county must be off of the state watch list for COVID-19 cases to be considered for reopening after 14 days of decreasing counts.

HLPUSD would like to thank the members of our Reopening Innovative and Safe Schools (RISS) committee, which included our employee associations, CSEA, HLPTA, SEIU, School and District Leaders, and the Board of Education for their unwavering support and commitment to instill a safe and innovative learning experience for our students.

In closing, I am honored to serve as your superintendent and will be serving on behalf of all of our students as we prepare them for college and career while meeting our district’s mission by “maximizing the talents, interests, and abilities... enabling them to meet the challenges and opportunities of a changing world.”

Sincerely,

Dr. Alfonso Jimenez
Superintendent of Schools
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The 2020-21 Academic Year will begin on August 5 with Distance Learning.

Obtaining a device for your student
- If your student is still in need of a device, please contact your school site principal

Lunch applications are accepted online, on the telephone, and paper
- https://hlpusd.rocketscanapps.com
- Call 626-933-3900 with questions or to phone in an application
- Please leave the meal application in the drop box at the District Office front door

Meals will be distributed at various sites throughout the district

There will be opportunities for morning and early afternoon pick-up

Check the district website for updates and look for schedules in your email
The health and safety of students, staff, and families are the top priority when considering the reopening of schools. The global pandemic infection rates are currently at an all-time high in the United States, California and Los Angeles County. Schools, offices and other district sites will have flexible plans in place to reflect the most recent, science-based protocols to maintain the health and wellness of all school community members. The following resources provide guidance for the safe reopening of schools: the Los Angeles County Department of Public Health (LACDPH) Guidelines; Los Angeles County Office of Education (LACOE) Reopening of Schools Framework; California Department of Education (CDE) Stronger Together; and the Center for Disease Control and Prevention (CDC).

In addition parent, staff and student surveys, sites held staff, family and student (grades 7-12) meetings to gather questions and ideas to support the safety of all. Parent groups such as the District Advisory Committee (DAC) and District English Learner Advisory Committee (DELAC) also provided input for safely reopening schools. The District engaged various stakeholder groups, including certificated and classified employees. This document is subject to frequent updates as the science on the novel coronavirus (COVID-19) and safety protocol evolve.
To maximize the safety of our employees, students, and families, in-person access to school and offices will follow the phases of reopening as delineated by the LACDPH. Safety protocols recommended by public health experts such as Personal Protective Equipment (PPE), limiting the congregation of large groups, and maintaining clean and sanitized spaces will maximize safe school environments.

The most effective ways to minimize the spread of the virus other than staying at home includes washing your hands frequently, wearing a mask, maintaining a social distance of 6 feet, and staying home if showing any symptoms related to COVID-19.
Staff, students, and families must assess their personal health prior to attending school or reporting to work. Most schools and offices will implement a passive model of screening, meaning the individual is responsible to self-isolate and stay home if demonstrating any symptoms of illness. Should the infection rates in a particular school, office or area of the community increase, a more active screening may be implemented, such as temperature, scent, and wellness checks upon entry.

**Monitoring Daily Health**

**Screening at home protocols (passive model)**
- Temperature below 100.4 F
- No symptoms of cough, sneezing, or nausea
- Stay home if feeling ill

**Be well. Stay well.**
- Frequent handwashing
- Hand sanitizer available in all offices and classrooms
- Students and staff sanitize or wash hands upon entry to and exit of classrooms and buildings
- Always wash hands before eating
- Avoid touching face and eyes

**Students and staff who become ill will be sent home**
- All students are to be isolated until transferred to the care of a parent or authorized person
- Plexiglass partitions will separate the student from the supervising staff member
- Supervising staff member is to wear a mask with a face shield and maintain a social distance of six feet
Face Masks Required at School & Work

Current research indicates that virus spread is greatly reduced when wearing masks. This protects those who are healthy and those who are at greater risk of infection. Masks are mandated by the State of California, LACDPH, and HLPUSD for all persons over the age of two years and without verified medical conditions that prevent the wearing of a mouth and nose covering. Please contact Human Resources if you are an employee or Student and Family Services (SFS) if a student/family seeking an exemption or alternative to a face mask.

**Arriving at school/work protocols**
- Face masks required
- Face shields – added protection

**In accordance with the LACDPH guidance for face coverings**

*Students must utilize face coverings:*
- In classrooms
- Waiting to enter campus
- On school grounds (except eating or drinking)
- Leaving school
- On the bus

*Employees must utilize face coverings*
- Upon entry of workspace including parking lots, hallways and common areas
- Open area offices
- Classrooms
- Staff rooms & common areas except when eating

**Wear a clean mask everyday**
- Avoid touching the mask unless hands are clean
- Do not share masks
Maintain 6 Feet Social Distance

Social distancing greatly diminishes community spread of the virus. Staying 6 feet from another person reduces transmission of the airborne virus. Social distancing with a mask is one of the safest ways to interact with others. To greet one another wave, bow and smile with your eyes. Restricting access to schools and offices reduces the number of people entering into the safer zone school space. Reducing the entry of volunteers and guests on the school campuses increases the safety for students and staff.

Desks will be separated by 6 feet, and elementary students will have a table per student. Teachers are to maintain 6 feet of social distancing except in emergencies from students and other staff members. Social distancing and wearing a mask are the safest ways to interact in person.

Visitors by appointment only
- Non-district persons will be allowed on campus only if it is essential to the well-being of a student/staff member or the safety of the campus
- Virtual and electronic modes will be the primary method of communication and completion of business
- Plexiglass or other clear barriers will be in place at all reception areas

Hallways marked to reinforce social distancing

Meals at school
- School meals are essential for the physical and mental health of children. All students will continue to receive breakfast at the start of the school day. Students are able to participate in the Federal Lunch Program, and meal services will be available for all students
- Students will be encouraged to eat outside as weather permits, and on rainy or excessively hot days, lunch times will rotate to accommodate fewer students in the cafeteria
- Students who are not in attendance may pick up the two days of meals at the end of the school day when on campus

Responsible and Safe Communities signage to be posted throughout all buildings and exterior walls:
- Social distancing
- Handwashing
- Face covers
Personal Protective Equipment: Allocation to school and worksites

PPE will be available to staff and students when at school or work
- Students and staff will be provided with reusable cloth face masks and expected to wear them daily
- Personal face coverings will be allowed in compliance with dress code policies
- Teachers and identified staff will receive a reusable face shield

Gloves are not recommended for use by students or most staff

Gloves are mandated for food services, cleaning, first aid, and assisting students as indicated by an Individualized Education Plan (IEP)

Mobile handwashing stations will be available at sites with limited access to sinks in classrooms or restrooms

Temperature scanners will be available at each school

Bus drivers to confirm adequate supplies for each bus route
Safe and Clean Campuses and Workspaces

- Mandated COVID-19 online and offline training for all staff members
- Mandated online training for students
- Campus cleaning protocols follow CDPH guidelines for cleaning, disinfection, and ventilation of school campuses
- Common touch surfaces will be cleaned regularly (e.g. counter tops, door handles, restrooms, student desks, student chairs, etc.)
- Physical barriers will be installed in front office areas where face-to-face interaction with the public occurs
- Staff and students will be expected to wash/sanitize their hands regularly
- Every classroom and office will have hand sanitizer
- Schools will limit the sharing of supplies between students to the extent possible and encourage students to take home personal items each day
- Signage will promote healthy hygiene practices and reminders to stay home when ill
- Students will be encouraged to bring refillable water bottles or have an option to use a disposable cup at water fountains
- Playground equipment will be regularly inspected and cleaned for student use
Staff working with students who are of preschool age or have moderate/severe disabilities need to take additional precautions if social distancing is not always possible in order to assist students with essential functions and accommodations:
- Use a portable clean plastic desktop partition for assessment purposes
- Face shield and mask or face shield with a drape worn when within 6 feet of the student
- Use gloves to perform tasks and dispose them before touching any other surface or object
- Use a disposable gown as necessary
- Frequently wash and sanitize their hands
- Assist students to wash and sanitize their hands

Transportation
- Bus schedules staggered to comply with social distancing guidelines
- Students sit one to a seat, alternating left and right positions
- Hand sanitizer on the bus at point of entry
- Students are to sanitize hands if able
- Parent/guardian to sanitize hands of students before placing them on the bus if the student needs assistance
- Masks are always to be worn by the driver and students
- Some type of face protection must be worn that is safe for the student if medically unable to wear a face-covering
- Bus drivers are recommended to wear goggles or a face shield and a mask
Phases of Learning Models

Learning models at the school sites will follow state, county, and local recommendations for a safe reopening. The learning models are designed to adapt to the phases of reopening businesses, community resources, and schools as established by state and LACDPH recommendations and/or orders.

Three learning models are available during the COVID-19 pandemic and are designed to promote the safe reopening of school. Distance Learning, Hybrid/Blended, and Independent Study are available to students in grades TK-12 as selected by their parent or guardian. Learning models are dependent upon the phases of opening as determined by the CDPH. Face-to-face, full-time school for all children is currently unavailable due to current safety protocols that require social distancing of 6 feet of classroom furniture.

There may be times when all students are participating in Distance Learning if local infection rates significantly increase. The learning models and daily schedules are designed to adapt to changing conditions.

Sports and co-curricular activities will mirror the phases. Team practices, games and scrimmages are not permitted until further notice. Individual conditioning or small groups during the school day may be possible with appropriate social distancing and individual equipment or instruments in phase three of reopening. All items used by students that remain at school are to be sanitized between each use.

Large gatherings of students are not possible in phases 1-3; therefore, field trips, assemblies, rallies, dances, and performances are not permitted. Virtual events and club meetings are encouraged to promote engagement and connection with friends and the school community.
When schools are open for Hybrid/Blended learning, students will be directed to leave campus at the end of the academic day and encouraged to return home. The exceptions would be those participating in ASES programs that allow for childminding at the school site. Some in-season sport conditioning may take place if social distancing can be maintained, but the duration should be no more than two hours so the campus may be closed and thoroughly cleaned each night.

If the reopening phases allow for in-person attendance at schools, the Hybrid/Blended Model will be the passive opt-in option. To elect Distance Learning or Independent Study, parents must complete an online request and consult with school personnel.

**Hybrid/Blended Learning**
Small groups (cohorts) of students spend a limited amount of days in a classroom with safety measures and the remainder of the week is distance learning at home through traditional curriculum and online platforms.

**Distance Learning**
Students participate in school with structured virtual teacher support daily at home through traditional curriculum and online platforms.

Students may or may not have teachers from their home school if parents opt for Distance Learning when the Hybrid/Blended model is available.

Participation in electives and or co-curricular courses (i.e., Band, Leadership, and Athletics) may be limited or come in a nontraditional form.

**Independent Study/Home School**
Students gather curriculum and assignments from a district teacher by appointment on a weekly basis to complete independently at home with minimal teacher support through traditional curriculum and online platforms.
Phases of Learning Models

**Phase One or Two**
- Distance Learning
- Independent Study

**Phase Three**
- Hybrid Learning
- Distance Learning
- Independent Study

**Phase Four**
- Face to Face
- Independent Study

**Restricted Access to School Sites and Offices**

**Limited Access to School Sites and Offices**

**Secure Access to School Sites and Offices**
Technology will be provided to students enrolled in HLPUSD to ensure equity and access to curriculum offered through traditional and online platforms. Students are to use devices exclusively for school and adhere to all components of the Acceptable Use Policy. Students will have use of the laptop as long as they are enrolled in District schools. Internet support may be replaced by other cost-effective access if possible.

Canvas is the new learning management system that is accessible for all TK-12 grade levels. Daily assignments for grades TK-12 are to be posted by the teacher(s) on a regular basis. Parents also have access to view the assignments and receive communications from the school. Immersive Reader, an online translator, is in the Canvas platform to support English Learners and their families.

Learning software currently available to students and staff continue to be available through ClassLink using the student or staff single sign-on. Google Suite and Zoom/Clever can be used through Canvas and on their own as online instructional tools.

Williams Law compliance is enforced to guarantee each student has the instructional materials and/or textbooks at home to fully access the curriculum.

Schools will designate grab-and-go pick up opportunities to distribute materials to students and families.

Classroom supplies are to be individual and not shared with other students. Students’ personal items should go home with them each day to allow for thorough cleaning of the classroom.
Social Emotional Well-Being

Schools are where most children engage in day-to-day social activities and develop a bond with friends and adults. Creating opportunities for students to maintain positive relationships with their peers and school staff is a priority. Each school will create unique opportunities for students to participate in school activities that extend beyond classwork.

- Schools will focus on student engagement and connection
- Daily live check-in with students through synchronous and asynchronous activities
- Virtual clubs, field trips, and performances are encouraged
- Counseling resources for students
- Community referrals for families and students are available
- Contact the school immediately if students become withdrawn or disengaged from friends and schoolwork
- School personnel continue to be mandated reporters
The local education agency (LEA) may adopt the minimum instructional minutes for the 180 school days required by **Senate Bill 98**. The minimum daily instructional minutes for the 2020-21 school year are as follows:

- 180 minutes grade TK-K (3 hours)
- 230 minutes grades 1-3 (3 hours 50 minutes)
- 240 minutes grades 4-12 (4 hours)

Instructional minutes may be a combination of asynchronous and synchronous activities. Students will have both virtual meeting times with teachers and assignments and tasks that count as instructional minutes.

Students are expected to engage in schoolwork that equates the daily minimum instructional minutes. Attendance will be taken daily through virtual check-ins and/or the completion of assignments. Assignments will be assigned a time value, and the due dates or online interactions will constitute attendance for the day.

Foster, homeless, and English learning students will continue to receive support through site and district services.

If a student is absent for more than 3 days, staff will connect with the student and the family to offer support and tiered intervention to address chronic absenteeism.
Grades will be based on criteria established by the teacher, which may include but are not limited to assignments, projects, tests, performances, and other means to demonstrate knowledge.

Aeries, a student information system, and Canvas, an online learning management system, are the online platforms for student attendance and grades. Both students and parents will have access to these information systems. Canvas is the portal for students to access their daily lessons and to submit work, and Aeries is the portal for enrollment, attendance, and final grades. Parents and guardians are encouraged to log in frequently to each system to monitor the attendance and grades of their students.

Students will be expected to log into Canvas daily to engage with lessons that count for attendance. However, not all schoolwork will be exclusively online. Students will still have assignments to complete with traditional textbooks and non-computer-based activities. Students can access Aeries and Canvas through ClassLink, a single sign-on portal that connects students to educational, district-approved online resources.
Meal Distribution

Lunch applications are accepted online, on the telephone, and on paper
- https://hlpusd.rocketscanapps.com
- Call 626-933-3900 with questions or to phone in an application
- Please leave the meal application in the drop box at the District Office front door

Meals will be distributed at various sites throughout the district

There will be opportunities for morning and early afternoon pick-up

Check the district website for updates and look for schedules in your email
CDC Prevention Information: wash your hands, don’t touch your face, maintain 6 feet of social distance, cover your mouth and nose with a cloth

Face coverings must be worn when:
- Interacting in-person
- Working in open spaces, especially if members of the public enter that space at any time
- Working or walking through common areas such as hallways, stairs, elevators, parking facilities, or while traveling in a vehicle with others

Exemptions from face coverings:
- Persons age two years or under. Very young children are not to wear face coverings because of risk of suffocation
- Persons with a verified medical condition
Students that Present Symptoms while at School

- A parent, guardian or authorized adult shall take the student home for the day

- The student is not to return until he or she has completed 14 days of quarantine and has no symptoms

- Students who cannot be picked up are to be isolated, shall continue to wear a mask, and maintain social distance from adults while within view of adequate supervision

- Call 911 if there are any signs of severe physical distress or difficulty breathing
Employees are to self-screen prior to arrival at work to ensure a temperature below 100.4 F and exhibits no symptoms such as but not limited to cough, sore throat, aches, chills, fever, nausea or loss of sense of smell

Employees shall contact the Compliance Office or a Task Force Member and follow the directions below:
- If exposed and asymptomatic, stay at home and seek appropriate medical attention
- If exposed and symptomatic, stay at home and seek appropriate medical attention
- If suspected or confirmed, stay at home and seek appropriate medical attention

Employees that present symptoms while at work are to return home.
- Classroom based employees will be provided a substitute to cover their class(es) for the remainder of the day and while out ill
- Classified staff will be provided a substitute if there is an immediate need to complete their job assignment
- Call 911 if any signs of severe physical distress or difficulty breathing

High Risk Employees with verified health conditions and/or who meet additional high-risk criteria will work directly with Human Resources to devise a plan for work accommodations or to use an appropriate leave of absence.
Please keep in mind this helpful Equity & Access Community Resource Guide. In this guide, you will find helpful information for families, housing, employment opportunities, food assistance, and more. Please visit our Parent Resources & Information Page on our Distance Learning Portal to view this document by visiting www.hlpaction.com.
Community Resources

National Domestic Violence Hotline
(800) 799-7233

Crisis Text Line
Text "HOME" to 741741

Employment:
America’s Job Center of California (AJCC)
14101 E. Nelson Ave., La Puente, CA 91746
(626) 934-5701
Orientations every Monday at 3:00 pm

Food Assistance:
Hacienda Heights Seventh-Day Adventist Church
2120 S. Stimson Ave., Hacienda Heights, CA 91745
(626) 330-4356
Every Thursday 9:30 am – 12:00 pm

La Puente Church of Christ
15124 Amar Rd., La Puente, CA 91744
First and third Friday of every month. Doors open at 11:00 am

Health/Medical Services:
Mission City Community Network Inc.
1025 N. Willow Ave., La Puente, CA 91746
(818) 895-3100

Counseling Services:
Pacific Clinics Multicultural Family Center
Foothill Family Services
530 W. Badillo St., Covina, CA 91722
(626) 993-3000

SPIRITT Family Services
8000 Painter Ave., Whittier, CA 90602
(562) 903-7000

East Valley Community Health Center
420 S. Glendora Ave., West Covina, CA 91790
(626) 919-4333
Provides mental health services on sliding scale fee

Hathaway-Sycamores Child and Family Services
1411 N. Grand Ave. Ste. 100. Covina, CA 91724
(626) 388-9050

USC Telehealth
(866) 740-6502
Provides free virtual mental health services to youth 12 and older

Legal Services/Municipal Court:
Neighborhood Justice Center
Christ Church of the Valley
1404 W. Covina Blvd., San Dimas, CA 91733
4th Friday of the month 10am-12pm
Pre-registration is required at:
goo.gl/forms/HfcHlYiC4nt1kINp1

LGBTQ:
San Gabriel LGBTQ Center
2607 S. Santa Anita Ave., Arcadia, CA 91016
(626) 578-5772

The Trevor Project
(866) 488-7386
thetreοrproject.org

Other Services:
Youth Moving On Peer Resource Center
456 E. Orange Grove Blvd. Ste. 140, Pasadena, CA 91104
(626) 765-6010
Provides meal, shower, laundry facilities and other resources

Substance Abuse:
Al-Anon
(888) 4AL-ANON

National Council on Alcoholism and Drug Dependence 4626
North Grand Ave., Covina, CA 91724
(626) 331-5316

Pacific Clinics Substance Abuse & Mental Health Services
2550 E. Foothill Blvd., Pasadena, CA 91107
877-722-2737
Other Helpful Resources

HLPUSD Food Services
(626) 933-3900

HLPUSD Police and Safety
(626) 933-3899
After hours: (626) 934-4840

HLPUSD Special Education
(626) 933-6507

HLPUSD Student and Family Service
(626) 933-4335

Stronger Together*

LACOE Guidelines*

Centers for Disease Control and Prevention (CDC)*

California Interscholastic Federation (CIF)*

American Academy of Pediatrics*

Los Angeles County Department of Public*

Amar Children's Center (State Childcare)*

Head Start*

Find childcare options near you*

* Marked resources are hyperlinked.