



# HYBRID LEARNING START UP GUIDE

What you need to know to return  
to campus!



**#SLUSD**  
*strong*



# A MESSAGE FROM DR. MCLAUGHLIN

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## Introduction

Dear Families,

Welcome back to campus! We are so happy to be able to open the doors to our school sites on April 12, 2021, for hybrid learning. Over the past year, SLUSD staff have been preparing and anticipating the time when our students would be able to return to their classrooms. This phase of our reopening is a milestone we have all been looking forward to.

Over this year of many changes, we have been close to this point twice before. But with COVID-19 vaccinations for our staff, greatly improved local health conditions, and more knowledge about how to keep each other safe, we are more prepared than ever. Our hybrid learning protocols, schedules, supplies, and equipment are all in alignment with our safety plans. All of those plans meet or exceed current public health mandates and guidelines.

This handbook will help you understand how we will keep students, staff, and families safe in hybrid learning. **As families, you play a very active role!** This new way of learning and attending school will likely raise many questions for you. After reviewing this handbook, please take advantage of opportunities your schools will be providing to ask and answer questions. There will be specific information for your school site that is critical for you to know before returning.

By working together with patience and understanding, we will reopen our schools, while continuing to support all students - both distance and in-person - to close this exceptional year #SLUSDstrong!

Sincerely,



Dr. Mike McLaughlin  
Superintendent

# Getting Ready for Hybrid Learning

## When will hybrid learning start?



All SLUSD schools open to hybrid, in-person instruction on **April 12**.

**Teachers will be preparing from March 31 through April 2. That means that students will be doing asynchronous/independent work on those days, although your student's teacher may be using this time to check in.** This time will give our teachers a chance to set up a welcoming environment for your children and also make sure that all technology is working correctly.

## What do I need to do to return?

### Understand the schedule



Schools will be open for a **hybrid schedule** with part-time, in-person instruction. That means that your child will be on campus for a few hours - two days a week, as well as learning online and independently.

SLUSD has split each school class into three groups (A/B/All Distance Learners) to have them alternate their time on campus. On Wednesdays, all students will attend distance learning so that our schools can be cleaned between cohorts.

You will be notified of your child's cohort assignment on March 31.

You can also view your student's cohort assignment through your Aeries Parent Portal after March 31. If

you need support with your account, please contact your school site.

### Update Your Emergency Contact Information



If your child gets sick, s/he will need to be picked up from school immediately. Please be sure that you have an up-to-date, San Leandro-based emergency contact listed in your Aeries Parent Portal.

## Elementary School Bell Schedule

<b>Elementary Hybrid Bell Schedule M/T/Th/F</b>		
	<b>TK - K</b>	<b>1st - 5th</b>
<b>Distance Learning Check-In</b>	8:10 - 8:30 am	
<b>Class Begins</b>	8:45 am	
<b>Recess/Snack</b>	See teacher schedule	
<b>Specialist</b>	-	See teacher schedule
<b>Dismissal</b>	11:50 am	12:00 pm
<ul style="list-style-type: none"> <li>• Cohort A attends in-person Monday/Tuesday</li> <li>• Cohort B attends in-person Thursday/Friday</li> <li>• All students Distance Learning on Wednesday</li> <li>• No on-campus student lunch</li> </ul>		

<b>Wednesday Bell Schedule (All students in distance learning)</b>		
	<b>TK - K</b>	<b>1st - 5th</b>
<b>Class Begins</b>	8:10	
<b>Recess</b>	9:45 - 10:00	
<b>Specialist</b>	-	See teacher schedule
<b>Lunch</b>	11:20 - 12:05	
<b>Wed Dismissal</b>	11:40	1:50

## Middle School Bell Schedule

Middle School Hybrid Schedule M/T/Th/F		
Mon/Thurs	Tues/Fri	Time
0	0	7:30 - 8:15 am
1	2	8:25 - 9:35 am
3	4	9:45 - 11:00 am
Break		11:00 - 11:05 am
5	6	11:15 am - 12:25 pm
Dismissal		12:25 pm
<ul style="list-style-type: none"> <li>• Cohort A attends in-person Monday and Tuesday</li> <li>• Cohort B attends in-person Thursday and Friday</li> <li>• All students Distance Learning on Wednesday</li> <li>• No on-campus student lunch</li> </ul>		

Wednesday Bell Schedule <i>(All students in distance learning)</i>	
Period	Time
0	7:30 - 8:15 am
1	8:25 - 9:10 am
2	9:15 - 10:00 am
Break	10:00 - 10:10 am
3	10:15 - 11:00 am
4	11:05 - 11:50 am
Lunch	11:50 am - 12:25 pm
5	12:30 pm - 1:15 pm
6	1:20 pm - 2:05 pm

## San Leandro High School Bell Schedule

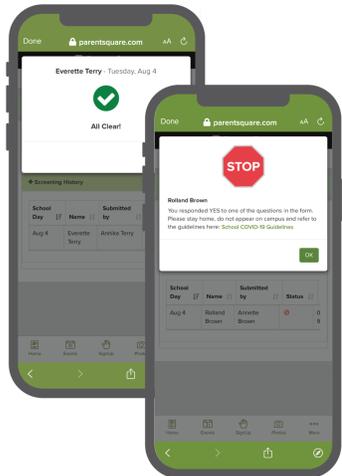
<b>SLHS Daily Hybrid Bell Schedule</b>	
<b>Fourth Quarter</b>	<b>Time</b>
0	7:25 - 8:10 am
2	8:20 - 9:35 am
4	9:45 - 11:00 am
6	11:10 am - 12:25 pm
<b>Dismissal</b>	12:25 pm
<ul style="list-style-type: none"> <li>• Cohort A attends in-person Monday and Tuesday</li> </ul>	
<ul style="list-style-type: none"> <li>• Cohort B attends in-person Thursday and Friday</li> </ul>	
<ul style="list-style-type: none"> <li>• All students Distance Learning on Wednesday</li> </ul>	
<ul style="list-style-type: none"> <li>• No on-campus student lunch</li> </ul>	

## Lincoln High School Bell Schedule

<b>Daily Hybrid Bell Schedule</b>	
<b>Fourth Quarter</b>	<b>Time</b>
1	9:00 - 10:00 am
2	10:05 - 11:05 am
3	11:10 am - 12:10 pm
<b>Dismissal</b>	12:10 pm
<ul style="list-style-type: none"> <li>• Cohort A attends in-person Monday and Tuesday</li> </ul>	
<ul style="list-style-type: none"> <li>• Cohort B attends in-person Thursday and Friday</li> </ul>	
<ul style="list-style-type: none"> <li>• All students Distance Learning on Wednesday</li> </ul>	
<ul style="list-style-type: none"> <li>• No on-campus student lunch</li> </ul>	

## Your New Morning Routine

SLUSD has to follow county and state public health guidelines in order to open schools for in-person instruction. That means that your morning routine is going to be a little different. Please read this section carefully!



### Fill out the ParentSquare health screening

All families will need to fill out a ParentSquare health screening for each of their students before sending them to school. The screening form can be found on your ParentSquare portal or app. You will need to fill out a screening for each student, and you will need to do it every school day.

### Students (and staff) cannot come to campus if they:

- Have had close contact with someone who was diagnosed with or tested positive for COVID-19
- Have any symptoms of COVID-19
- Have tested positive for COVID-19

**Students who have not been cleared via ParentSquare will not be allowed on campus.**

### *What does my child need to bring to school each day?*

#### A mask

- Your child will need to wear a mask at all times while they are on campus.
- The mask needs to comply with CDC recommendations. Such masks can be either paper surgical masks or cloth masks with two layers.
- All masks should cover the mouth and nose and fit snugly on your child's face.
- If you have concerns about your child wearing a mask, please contact your site principal.

## DO choose masks that



Have two or more layers of washable, breathable fabric

## DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Completely cover your nose and mouth



Have exhalation valves or vents which allow virus particles to escape



Fit snugly against the sides of your face and don't have gaps



Are intended for healthcare workers, including N95 respirators

Schools will provide cloth and/or paper masks to students who forget or lose their masks that day or who are wearing an inadequate mask. If you are able to provide an appropriate mask to your child, please use that one, so that we can reserve our mask supplies for students whose families cannot provide them.



### **Backpack**

Your student is allowed to bring a backpack and will be asked to store their backpack on their chair.

### **Chromebooks and other supplies**

Your child will need to be prepared to bring their district-issued Chromebook and charger every day they are scheduled to be on campus if their teacher requests that they do so. SLUSD is providing supplies to each school site so that every student will have their own school supply kit.



### Layers

Make sure your child has an extra layer of warm clothing. It is likely that classrooms will be cooler than usual because we have set our ventilation system to circulate air more frequently. Some teachers may also leave doors and windows open. Layers of clothing will also allow your child to get cooler if the classroom heats up.

### Meal Services

Lunch service will be shifted one-half hour later from 11:30 to 1:00 pm in order to accommodate the new schedule. Meal boxes will be available for pickup Monday, Wednesday and Friday at our current distribution sites. Parents and guardians may also pick up meals for their children and do not have to provide an ID. Students do not have to be present.



Friday food boxes include weekend meals. This translates into two days worth of meals on Monday and Wednesdays, and three days worth of meals on Fridays.

**Meals will not be distributed during Spring Break (April 5-9).**

DISTRIBUTION SITE Monday/Wednesday/Friday	MORNINGS 6:30-8 AM	LUNCH 11:30 -1:00 PM
Garfield Elementary	✘	✓
Jefferson Elementary	✘	✓
Monroe Elementary	✓	✓
Washington Elementary	✘	✓
Bancroft Middle School	✘	✓
John Muir Middle School	✓	✓
San Leandro High School	✓ North parking lot by library/office	✓ North parking lot by library/office

Vegetarian/Vegan meals are available by request. Please contact Debbie Nieto, Food Services Manager at [dnieto@slusd.us](mailto:dnieto@slusd.us) or 510-618-4602.

# What to Expect When You Arrive at School

## Coming to campus

Entering campus needs to be done differently so that we can make sure our students have been cleared via the ParentSquare health screening and aren't gathering in large groups.

### Here's what to expect:



Your principal will send information about where to enter your campus and what protocols to follow when you arrive. **Drop off times at all schools are 15 minutes prior to the start of hybrid instruction.**

We ask that all family members stay off-campus during the morning drop-off. This will help us supervise your children and reduce the potential spread of COVID-19.

Please remember to notify the school of any absences following the normal notification protocols. **If your child is not going to be on time for the start of in-person instruction, we ask that you have them attend via Zoom for the day.**

## Inside the Classroom

Since last summer, SLUSD has been ordering supplies and making classroom improvements to create safe environments for students and staff. All of the improvements meet *or exceed* public health mandates from county, state, and national agencies and organizations. But let's talk about what your child will see first:



Students will be seated 6 feet apart.

Teachers may have plexiglass barriers set up on their desks and/or small group tables.

There will be new hand sanitizer dispensers in every classroom and throughout campus.

All students and all staff will be wearing masks!

It is likely, too, that your student's teacher will maintain more physical distance in the classroom than in the past. Please let your child know about this change.

## New MERV-13 air filters



The maintenance staff has upgraded air filtration systems in our schools so that they can utilize MERV-13 filters. These collect greater amounts of particles, pollen, aerosols, and other impurities than the filters we used previously.

## Classroom Protocols

**Behavioral expectations inside the classroom will be different.**

**Specifically:**



### **Wash Your Hands or Sanitize**

Children will be asked to **wash or sanitize their hands** as they enter and exit the classroom. All classrooms with sinks will have soap and paper towels, as well as hand sanitizer. Classrooms that don't have sinks will have hand sanitizer.



### **Wear a Mask**

Students will be required to wear masks at all times except when they are taking sips of water.



### **Watch your Distance**

Students will be asked to maintain six feet of distance between each other whether they are in the classroom or outside.



### **Bathroom Use**

Only two students can be in the restroom at once.

## What will Instructional Periods Look Like?

The in-person, on-campus time is designed to focus on student interaction and discourse, as well as hands-on experience.

The whole class Zoom synchronous time will continue to be a time for the entire class to check-in, learn new concepts, and receive instruction. New concepts will be introduced during this period for the sake of the children who are staying in full-distance learning.

During the asynchronous time, students will continue to work independently by practicing, previewing, and reviewing new concepts.

ELD/Small Group: This is differentiated instruction and support for English learners, as well as other small group support time to be organized by individual teachers.

## Getting Around Campus

The hallways and campus of your child's school now have markings to help students stay physically distanced from each other. Signs have also been posted. Teachers and principals will help students learn how to follow the signs and marks.

Please remind your children that when they're moving around campus individually or in pairs, they should still continue to observe all the physical distancing rules at their school, as well as keeping their masks on.

## If Your Child Gets Sick At School



SLUSD and its schools have to follow mandated procedures for responding to students who:

- Have tested positive for COVID-19
- Have symptoms of COVID-19
- Have had close contact with people who have COVID-19

The symptoms of COVID-19 are quite wide-ranging. Because of that, any student displaying COVID-19 symptoms needs to stay home, and any student who develops symptoms at school needs to be picked up from school immediately. Those symptoms include:

- Fever (100.0 F or more) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child develops these symptoms at school, the teacher will call the office. A staff member will take your child from the classroom to an isolated place, where they will be supervised until picked up. Students must be picked up immediately by you or your identified emergency contact. Please make sure that your emergency contacts are updated and those people can respond to school within 30 minutes.

When the parent arrives to pick up their child, they will be asked to stay in the car, call the office, and wait for the child to be escorted outside. Parents and other visitors are not allowed on campus during this time.

Because of the small size of our cohorts, having one sick student can affect the entire group. Several SLUSD staff have been trained as COVID-19 Liaisons by the Alameda County Public Health Department and will work closely with the department on positive student and staff cases.

Students who **test positive for COVID-19** must stay home, in isolation, for 10 days. Their entire cohort - or small group - has to quarantine for 14 days. Staff will conduct a case investigation, identify classmates or staff who had close contact with the student, and also disinfect the classroom. The class will continue in distance learning until the quarantine period is over.

Students who display **one symptom and have had exposure to someone with COVID-19** will need to remain in isolation until they have been tested or a medical evaluator has sent a letter ruling out COVID-19. The student's cohort will also have to go into quarantine until COVID-19 has been ruled out. The ill student can return to school if they are feeling better, has been fever-free for 24 hours (without the use of medicine) and a medical evaluator provides a letter saying the symptoms were not due to COVID-19.

Students with **close contact with a positive case** must quarantine for 14 days. We will recommend that your child be tested 4 to 10 days after close contact and that you send the test results to the school. If the test comes back negative, the student still must stay in quarantine for the full 14 days, due to the chance of being infectious or developing symptoms.

## Pick Up Protocols

Your principal will provide you with information about how students will be released at the end of their school day on campus.

## Classroom Cleaning Schedule



Classrooms and common areas will be cleaned daily, with deep cleaning and disinfection happening on Wednesdays. We use cleaning solutions that are compliant with EPA standards for COVID-19 disinfection and are safe to use in schools. Custodians have the appropriate PPE (gloves, eye protection, protective clothing, face shields, and masks) for the cleaning task. Our new electrostatic sprayers are used to disinfect classrooms, common areas, and bathrooms, and will disinfect high touch point areas like door handles, switches, and faucets on a regular cleaning schedule. All classrooms and offices are supplied with hand sanitizer.

# Frequently Asked Questions about Returning to Campus

## Preparing Students & Families to Return

### ***How are students being prepared for new COVID protocols before returning to campus?***

All schools have a safety video that we are requiring families to watch prior to returning to campus that shows how to wear a mask properly, wash hands, and follow other important safety protocols. Our principals have worked hard to prepare these site safety videos for each school and we encourage you to take a look at what they created on our [Reopening Readiness](#) web page. Principals will also be sharing these videos with students and families directly, along with other site-specific information.

### ***How are we preparing families/parents to return to in-person learning?***

The site safety videos are designed to prepare both students and families on what they need to know before they return to campus. Before registering for in-person hybrid learning, families have signed a health pact and agreement with the requirements they will need to follow during hybrid learning. Failure to adhere to those agreements will result in students being moved to distance learning for the remainder of the school year.

### ***How can families learn about the daily COVID screening, testing, and contact tracing policies?***

Our reopening plan posted on the front of all school websites gives detailed information on our reopening policies and has been approved by the Alameda County Office of Education and the Alameda County Public Health Department. This includes our COVID-19 testing policies. Because student COVID-19 testing is not required by local or state public health agencies for schools reopening in the Red Tier, we will not be offering student testing. We will support families with access to COVID-19 testing. [Please see this list of community organizations that provide COVID-19 testing.](#) Staff testing is also not required, but we are providing COVID-19 testing opportunities for all staff two times per month.

## COVID Protocols

### ***Are teachers being trained in COVID safety protocols that will keep them and their students safe?***

All SLUSD employees have completed the following professional development modules to ensure compliance with the safety protocols of the Injury and Illness Prevention Program (IIPP) and COVID-19 addendum.

- Coronavirus Awareness - Keenan Training
- Coronavirus: Cleaning and Disinfecting Your Workplace (Full Course)

***Where will symptomatic students be sequestered on campus until parents can pick them up? What if there is more than one student in a day that shows symptoms?***

Isolation rooms have been identified at each school site for students who show COVID-19 symptoms while on campus during hybrid learning.

***What is the number of COVID-19 confirmed cases that will close a cohort or school?***

Per the Alameda County Public Health Department (ACPHD) guidance, If there is one positive case in a cohort, the cohort will close for a maximum period of 14 days. In determining a cohort closure at the secondary school level there is additional guidance from ACPHD to determine the level of extent of the exposure that would warrant cohort closure.

Once schools have reopened for in-person instruction, the following may indicate the need for school closure in consultation with the local health officer:

1. Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
2. Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
3. The local health officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data

***How will we accommodate special needs students?***

Families who have chosen to return their special needs children to hybrid learning must understand that students attending our campuses are required to wear a face covering. Although there may be an exemption based on a medical condition or disability, we anticipate that most students will be able to wear a face covering. If you believe that your child is exempt from wearing face coverings, please contact your site administrator.

## Scheduling

***How was the hybrid schedule determined and is there the possibility of increasing the time if many students chose distance learning?***

Our hybrid schedule was determined in collaboration with our teachers union and designed to keep from regrouping students late in the school year, while also allowing the most flexibility for our youngest learners.

***Will students be allowed to stay on campus for lunch?***

**No.** When we return to in-person instruction, to minimize the risk of virus transmission, we will continue to distribute meals Monday, Wednesday and Friday at our current distribution sites. Parents and guardians may also pick up meals for their children without an ID. Students do not have to be present.

## **Classroom Logistics/Instruction**

***How many students will there be per class?***

This will depend on how many families have opted to return to in-person learning in each class. There will be no more in the class than can be accommodated to maintain 6 feet physical distancing throughout campus. Although there has been a recent reduction in physical distancing space required at elementary schools, SLUSD will continue to require a 6 ft. physical distance between students and staff at all times for maximum safety.

***What is the instructional model for hybrid learning?***

**At the elementary level,** teachers have the option to choose between three different models of hybrid instruction :

**Full Concurrent instruction**

In-person and distance learning students will attend class at the same time. All students will have distance learning on Wednesdays.

**Partial Concurrent Instruction**

While working with the in-person students, teachers will incorporate the at-home students via Zoom for specific lessons and topics in a concurrent model, then work with the at-home students via Zoom after the in-person students leave for the day.

**No Concurrent Instruction**

In-person instruction and distance instruction will attend class at different times during the day. All students will have distance learning on Wednesdays.

**At the secondary level,** teachers will deliver concurrent instruction.

### ***How will teachers have the time they need to set their classes up for successful in-person learning?***

We are planning for teachers to be setting up their classrooms and their technology from March 31 through April 2. That means that students will be doing solely asynchronous/independent work on those days. This time will give our teachers a chance to set up a welcoming environment for your children and also make sure that all technology is working correctly.

Teachers will also be provided with training opportunities prior to these asynchronous days to be ready and prepared to welcome students on April 12.

## **Social-Emotional Needs**

### ***How are we preparing for students' social-emotional needs?***

As our community prepares for the reopening of our school campuses, we expect that students returning to in-person learning will feel both relief and hope as well as new challenges as we adjust to a new school experience.

We want students to know they are not alone and that support is available in many different ways.

#### **1. COST Referral System**

We have a number of partnering agencies that provide wellness and mental health counselors, including professionals from:

- Project Eden
- East Bay Agency for Children (EBAC)
- Wellness Together
- Native American Center for Health (NACH)
- Korean Community Center of the East Bay (KCEEB)
- Davis Street
- Community Health for Asian Americans

In order to get connected to services, students can be referred by staff and teachers. However, San Leandro High School students can also self-advocate and self-refer their needs for services [by filling out this form](#).

#### **2. Barbara Lee Center (BLC)**

Native American Center for Health continues to operate from the BLC, even during distance learning. They provide many services beyond mental wellness, including medical and dental services. For help, call or text (510) 618-4480.

### **3. CareSolace**

SLUSD has partnered with Care Solace to support our community's mental health. Care Solace can help you find mental health or substance use providers or programs matched to your needs regardless of circumstances. Care Solace's service is free to students, staff, and their families. Their team is available 24/7/365 and can support you in any language.

If you would like to use Care Solace to help you find a provider:

1. Call 888-515-0595 24/7/365
2. Visit [Caresolace.com](https://caresolace.com) and either search on your own, OR click "Book Appointment" for assistance by video chat, email, or phone.
3. Email [weserve@caresolace.org](mailto:weserve@caresolace.org) with the following information:  
Your name and contact information (cell phone number)  
Your preferred language  
A good time for Care Solace to contact you

[For more resources, visit the SLUSD Health, Wellness, and Support page on our website.](#)

## **Materials**

### ***Are students required to share instructional materials?***

Students will not be expected to share materials with other members of their cohort when returning to in-person learning. In those circumstances where some instructional tools will be shared with different cohorts, these tools will be disinfected between the two groups.

## **Sanitation/Facilities**

### ***How will the classrooms and school facilities be cleaned?***

We use cleaning solutions that are compliant with EPA standards for COVID-19 disinfection and are safe to use in schools. Custodians have the appropriate PPE (gloves, eye protection, protective clothing, face shields, and masks) for the cleaning task. Our new electrostatic sprayers are used to disinfect classrooms, common areas, and bathrooms, and will disinfect high touch point areas like door handles, switches, and faucets on a regular cleaning schedule. All classrooms and offices are supplied with hand sanitizer.

### ***Have air conditioners and filter systems been installed in all classrooms?***

We have modified the HVAC system at all schools to allow for maximum outside air. The units are set so that they can be continuously run when rooms are occupied. All filters

have been upgraded to MERV 13 filters. Teachers and staff will be encouraged to open exterior doors and operable windows when safe, to increase outside airflow.

## **Summer School/Learning Loss/After School**

### ***What are the plans for Summer School?***

We are planning to have an in-person, K-12 summer school program. We will also provide some distance learning summer opportunities for those students who prefer that option. Our intent is to provide any of our students who wish to attend summer school the opportunity to do so.

### ***What are the plans for after-school opportunities?***

We will continue to plan and collaborate with our after-school providers and update our community with opportunities as they come available.

## **Plans for the 2021-2022 School Year**

### ***Will we start next year with the same hybrid learning schedule that is opening this Spring?***

With the recent change to physical distancing guidelines, our school reopening plans for the upcoming school year are still being finalized, with the most updated information from our educational and public health partners. While we continue to plan for the Fall, our primary focus for the next several weeks will be reopening our schools safely in hybrid learning.