The Plan to Reopen Campus

UPDATE 11/2020
Introduction

Our mission has not changed, providing the highest quality education of the whole child remains our constant. Carden Arbor View School (CAVS) believes our best teaching and learning happens through our relationships with one another and ideally in-person in a school setting. That said, we must also push safety and wellbeing to the forefront in these unprecedented times.

Due to the unpredictability of public health department guidance, CAVS has developed three possible scenarios for the 2020-2021 school year. Each scenario has its inherent advantages and disadvantages. Ultimately, we are mitigating the risks to the best of our ability in each scenario. Our goal is to strike a balance between preventing the spread of COVID-19 and providing children with the education, physical activity, and mental health benefits provided by classroom instruction. We cannot eliminate the risk of COVID-19, but we can reduce it by being flexible, consistent, and vigilant. We will be required to work together and accept being inconvenienced in order to sustain a healthy learning environment and return to campus.

Resources

Throughout the evolving pandemic CAVS has relied mainly on the Centers for Disease Control (CDC), the California Department of Education, California Department of Public Health, California Association of Independent Schools (CAIS), and San Bernardino County Public Health for the most current and accurate guidance. We are committed to aligning our reopening measures with the guidance provided by these reliable resources.

Although the following three scenarios meet the standards and guidance of the organizations above, we recognize the unpredictability COVID-19 presents. Should the current conditions require the school to "pivot" quickly, we will indeed do just that.
Scenario I - *On Campus Learning*

**Assumptions**

- San Bernardino County remains steady or is continuing to advance through the State of California’s monitoring tiers and has reached the “Substantial” Red Tier for a period of no less than two consecutive weeks.
- No reported cases in our immediate CAVS community
- The Governor of California has extended reopening on campus instruction for middle school students

Grouping students by forming cohorts offers CAVS the opportunity to bring all students back to campus. We have included a brief description below should you be unfamiliar with the terms.

**Stable Cohorts** are groups whose size is dictated by the ability to implement physical distancing within the classroom setting. A stable cohort aims to minimize the mixing of the group members with other groups but allows for the necessary and practical considerations in a student’s educational program. A stable cohort of students may have more than one teacher during the instructional day, and although assigned to a particular area of campus, may move between classrooms as necessary to access required courses. Social distancing and face coverings are required.

Stable cohort must abide by social distancing and face-covering guidelines. They may share some facilities, however, frequent and thorough sanitizing is required and must be built into their schedules.
Inherent agreements

Stable cohorts will require each CAVS grade level groups to be divided into two smaller groups. Course schedules will be adjusted. Arrival and departure schedules will be tweaked, and parents will be required to avoid coming on campus.

Cohort grade level details:

CAVS will be utilizing absolutely every available space while the Kindergarten - 8th grades will attend school as part of a grade level Cohort. Adjoining spaces will be used where possible and remote technology and Zooming will be utilized to facilitate a single classroom educational experience for students who may be in separate locations on campus.

Here is how grade level cohorts will look:

**Kindergarten**
- Meet in Aster West
- Mrs. Gracial, Mrs. Henderson, and Miss Costa
- They will have the convenience of meeting in their usual location

**First Grade**
- Meet in Aster East
- Ms. Panos and Miss Enriquez
- They will utilize the living room, dining room, and one office
- They will have a private restroom and play yard

**Second Grade**
- Meet in Rooms 6 and 7
- Mrs. Holmes, Mrs. Bustos
- They will have sole use of one of the restrooms and an identified section of the playground

**Third Grade**
- Meet in room 11
- Mrs. Casillas and Mrs. Johnson
- Proper and frequent sanitizing will allow this cohort student group to enjoy lessons in an adjoining setting throughout the day

**Fourth Grade**
- Meet in room 1
- Mrs. Dinkelman
- This is fourth grade's regular meeting room

**Fifth Grade**
- Meet in Aster West
- Mrs. St. Denis and Miss Russell
- They will have ample space for all belongings and instructional needs by making use of the Board Room, Parent Lounge, and one office space

It is worth noting each grade level cohort meeting on campus will have a staggered outdoor time so as to avoid crossing paths. They will also eat separately from other cohorts and their programs will be entirely self-contained in order to preserve the integrity of the cohort.
Sixth through Eighth grades

The remaining classrooms will accommodate the 6th - 8th grade stable cohorts plus one classroom for PAUSE. Each group is half of a class and so, in effect, we will operate as if we have two small classes of 6th - 8th graders.

Students will begin each morning with a homeroom/advisory period to accommodate the necessary staggered arrival procedures that will be in place.

The curricular offerings will be as close to our regular program as possible. The main exception will be world languages. World language teachers will not be able to enter the stable cohorts as they will be required to wear face coverings. Due to the visual nature of learning languages, we feel it best for world language teachers to Zoom into these classes during the school day. As anticipated, we plan to move forward with our elective offering of French or Spanish to the 3rd, 4th, and 5th grade students and French, Spanish, or Latin to our 6th, 7th, and 8th grade students.

Another significant program change will be noticed in PE. Although we feel physical activity is very important, especially at this time, classes will look very different and will focus more on individual movement and less on organized sports-type activities.

And finally, computer instruction will likely be limited to the use of Chromebooks and/or iPads in the classrooms as our current computer lab is much too small to accommodate the social distancing requirements for the stable cohorts.

A lot of planning has gone in to enabling students to return to campus. Although wordy to explain, grade level stable cohorts offer CAVS' students an on-campus educational experience within the confines of COVID-19 restrictions.

Distance Learning Option

CAVS also recognizes, that for many possible reasons, a student may need to remain home. We intend to support families; who, out of an abundance of caution, elect to keep a child home, by offering the opportunity for students to remote into the classroom and/or access independent Google classroom assignments. Options will have to be grade level specific as we recognize that our younger students will have different needs than our older students in navigating this aspect of the program.
Scenario II – *Waiver Contingency Plan (Kindergarten – 5th Grade)*

**Assumptions**
- The County of San Bernardino has not been officially dismissed from the monitoring list but has reached the threshold of >200 cases/100,000 population.
- Carden Arbor View School has applied for and been granted an Elementary Education Waiver and is eligible to reopen in-person learning.
- Kindergarten through 5th Grade will meet on Campus (see the distance learning option on page 6).
- Middle School (6th, 7th, 8th) will remain in a distance learning (see Scenario III on page 8).

The COVID-19 and Reopening In-Person Learning Elementary Education Waiver applies only to kindergarten through 6th grades. Given that CAVS’ 6th grade students are part of our middle school, securing the waiver impacts CAVS’ ability to offer on-campus instruction for kindergarten through fifth grade students only. CAVS is able to properly distance all Kindergarten through 5th grade students on campus utilizing stable cohorts and available middle school classrooms. CAVS was especially successful with this type of organization during the summer and our confidence level for maintaining all safety and sanitation standards is high.

The following plan is consistent with the guidance for schools from the California Department of Public Health and the California Department of Education. CAVS is committed to mitigating the risks associated with COVID-19 and facilitating a safe return to on-campus learning. *For safety protocols see pages 8-10.*

**Cohorts**

Grade levels will be divided into two stable cohorts, consisting of approximately 10 students each, in order to achieve the required distancing within a classroom. Schedules have been adjusted to minimize movements and limit interactions between students of different grade levels.

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>First through Fifth</th>
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<tbody>
<tr>
<td>• Will remain an entirely self-contained classroom program.</td>
<td>• Grades will achieve proper distancing with the help of our support and center teachers and by making use of 2 classrooms each.</td>
</tr>
<tr>
<td>• Students will be properly distanced by making full use of their classroom and outside patio space.</td>
<td>• Academic and center programs will be nearly identical to that of a non-COVID-19 school year with the exception of computer classes.</td>
</tr>
<tr>
<td>• World language program will be on-line where Mrs. Munoz will remote into the classroom so as to be mask free in her presentations to the students.</td>
<td>• We will replace class time normally spent in the computer lab with STEM activities.</td>
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<tr>
<td>• PE will be a properly distanced outdoor experience led by the kindergarten teachers.</td>
<td>• PE will be properly distanced outdoor experiences for each cohort.</td>
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The visual nature of centers courses music and world language makes them best taught without a mask. For this reason, teachers will Zoom into each class from outside locations.
Scenario III – *Online Learning*

**Assumptions**

- As required by the State and/or Federal order, the progression and severity of COVID-19 have resulted in another Shelter-In-Place order.

Certainly, the most dreaded and least appealing of our options, CAVS will pivot by closing campus and returning to an entirely online format. Depending upon the timing of a possible closure, parents could expect a few non-school days to accommodate the shift.

**Inherent agreements**

- Parents will support the transition by creating a proper learning space in the home
- Students will be supported in maintaining regular attendance
- CAVS faculty will provide a comprehensive education via tele-instruction
- Student achievement will be accurately reflected in the grading system

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**Community Expectations.** As a community, we have a responsibility to prevent the spread of illness. It is imperative that we remain committed to the safety policies and procedures listed in this and in future communications to help keep students, staff, and faculty safe.

**Follow Federal, State, and Local orders.** All families are expected to adhere to the directives of the applicable federal, state, and local government health departments.

**COVID-19 testing and notification.** If your child or someone in your household tests positive for COVID-19 you must notify the school as soon as possible.

**Stay home if sick.** If anyone in your household has been notified by the State Health Department that they were in contact with an individual infected with COVID-19, you are asked to notify the school. Based on the circumstance, you may be asked to keep your child home from school for 14 days. During this time, your child will be able to continue classes via distance learning.

**Travel.** Please avoid unnecessary travel. It is wise for your family to self-quarantine for 14 days after traveling to areas designated as high risk by the CDC.

**Temperature check.** The school will regularly check the temperatures of students upon arrival at school. If your child presents a fever of 100.4º F or higher, your child will be sent home.
Enhanced Health and Safety Measures

CAVS has begun and will continue preparing for our return by acquiring the necessary Personal Protection Equipment:

**Temperature Checks.** The school will follow the steps on page 3 of the COVID-19 and Reopening In-Person Learning Framework for K-12 in California 2020-2021 School Year. Required temperature checks will be recorded and a visual questionnaire assessing COVID-19 symptoms requiring a verbal response affirming the absence of any COVID-19 symptoms will be administered upon arrival. Once admitted to campus, all students, faculty, and staff are instructed to wash and/or sanitize their hands at one of the designated stations. Any student, faculty or staff member presenting COVID-19 symptoms and/or a fever during the school day will be immediately isolated and sent home. Parents will retrieve their children as soon as possible and the faculty/staff member will depart the campus immediately.

**Visiting Campus.** To further mitigate the risks of transmitting COVID-19, CAVS is restricting parents and visitors from entering the campus. It is best for all parents to plan to remain in their vehicles when dropping off and picking up students. Parents are encouraged to contact their child’s teachers through email or phone in order to arrange meetings or conferences.

**Communication Plans.** The main means of communication will continue to be the bi-weekly Call of the Cougar bulletins and periodic electronic announcements. Pre-arranged Zoom informational meetings with families will provide an opportunity to ask questions and interact with staff. More urgent information will go out as needed in a manner consistent with what we have done in the past, as Head of School announcements.

**Cleaning and Disinfection.** The school has adopted protocols and procedures consistent with the Centers for Disease (CDC Control, California Department of Public Health, (CDPH) and State of California Department of Industrial Relations (Cal OSHA). Outlined in the Supporting a Safe Return to School Document and The CDC’s Cleaning and Disinfection Guidelines, these safety procedures have been incorporated into all school routines and safety training exercises. The school has secured ample reserves of all necessary disinfecting and cleaning supplies. The school has also hired additional staff to maintain the rigorous schedule of cleaning and disinfecting associated with on-campus operations.

**Entrance, Egress, and Movement.** Traffic patterns have been established to direct the flow of vehicle and pedestrian traffic. Arrival and departure times have been expanded to ease congestion at peak periods and to maintain distancing. Revised arrival and departure procedures and practices to include safeguards to maintain social distancing and restricted movement.
**Safe Classroom practices**
Teaching methods will be adjusted to minimize shared equipment or learning materials between students; classroom practices will reduce the transfer of objects between home and school and touching of other students’ personal belongings.

**Switching to Distance Learning.** As outlined by the [California Department of Public Health](https://www.cdph.ca.gov/) (CDPH), the school will not be required to close if, after the school opens, the county returns to the monitoring list. Should, however, CAVS reach a threshold of 5% including both students and staff, during a 14 day period, the school will close in alignment with the [CDPH guidelines](https://www.cdph.ca.gov/). It should be noted that although the County Health Department has established a protocol for determining when a pivot is required, the school reserves the right to close campus and return to distance learning at any point which the school deems to be in the best interest of its students and employees.

**Attendance.** Daily attendance will be kept. Due to COVID-19 and CAVS’ responsibility to mitigate risks, each family who elects not to participate in class or to remote-in on a particular day, must phone the school office. Parents will be expected to report all illnesses to the school office. Conversely, if a family elects to take a “day off” it must also be reported to the school.

**Remote Classroom Experience.** CAVS is sensitive to the number of reasons why a student ought to remain at home after campus opens. For this reason, all students will have the opportunity to remote into class from home. CAVS staff and faculty have developed a plan to accommodate all students who will need or elect to attend class from home. Students attending class from home will be expected to adhere closely to the schedule the class on campus is following. For attendance purposes, those working from home ought to plan on a full day schedule (including lunch and breaks), although there may be some minor exceptions. Students will need a Chromebook, personal computer, or iPad available to access the remote presentation. Students will also need access to Google Classroom, their school provided email account, and Zoom, through Zoom the at-home learners then become a part of the classroom and held to all course expectations and assignments.

**Physical Distancing.** Classrooms have been disassembled and reconfigured to maintain 6 feet distancing requirements. Group sizes have been reduced by 50% to reach the cohort threshold of approximately 10 students. The traditional use of “lining-up” before class has been abandoned. Playground and common area use have been restricted to fewer students at a time and faculty and staff have been trained and counseled to enforce distancing expectations.
**Self-care and well-being**

Pedagogy and classroom practices will provide greater attention to student mental health and well-being to build resilience and cope with the stress or anxiety students may experience in this pandemic context.

**Healthy Hygiene Practices.** Hand sanitizer is readily available to all students, faculty, and staff on campus. Hand washing is encouraged and incorporated into the daily schedule for students. Restroom attendants, and hall monitors have been assigned to sanitize restrooms after each use and classrooms during breaks and passing periods. Use of common areas is scheduled to avoid contact contamination between cohorts and all surfaces are sanitized between uses.

**Face Coverings and Other Essential Protective Gear.** Face coverings are required as outlined in the [Covid-19 Industry Guidance: Schools and School Based Programs](#). The school has purchased adult and child sized disposable masks and face shields. A cloth mask will be provided to all students and faculty. All persons entering campus will be required to wear a face covering.

**Health Screenings for Students and Staff.** All students, faculty, and staff are required to engage in symptom screening prior to being admitted on to the campus. Families and staff are encouraged to first screen at home for signs of sore throat, coughing, difficulty breathing, diarrhea, vomiting, abdominal pain, and/or sudden onset of headache and fever. The presence of any of these symptoms is cause to remain at home. Anyone who has had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19 is asked to remain at home.

**Identification and Tracing of Contact.** CAVS will adhere to the [California Department of Public Health](#) (CDPH) and the [Center for Disease Control](#) (CDC) protocols for identification and tracing. The school will work in conjunction with San Bernardino County Department of Public Health. Mrs. Lisa Filpi, lfilpi@cardenarborview.org, is our designated county liaison, and will initiate contact with CDPH to report all confirmed exposures. All applicable [FERPA](#) and HIPAA regulations will be adhered to throughout the identifying and tracing procedures.
After School Sports and Classes:
All afterschool activities have been canceled or postponed

Field trips and Outdoor Ed:
All off-campus trips have been canceled or postponed

Assemblies:
All gatherings will be subject to the current health advisories and restrictions for San Bernardino County

Tuition Payments during COVID-19
Invoices for tuition payments will be due on July first with special grace periods upon request. Payment plan changes and inquiries may be made by contacting Mrs. Branch in the business office.

Refund Policy

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
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<tbody>
<tr>
<td>July</td>
<td>$100</td>
</tr>
<tr>
<td>August</td>
<td>$1,000</td>
</tr>
<tr>
<td>September-April</td>
<td>15%</td>
</tr>
<tr>
<td>May-June</td>
<td>No Tuition Refund</td>
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</tbody>
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Administration

Flexibility and transparency are paramount as we navigate through the 2020-2021 school year. Our goal is not only to foster a sense of continuity in learning for your child(ren), but also to provide a strong and safe community for your entire family. We want to encourage you to contact our team if you have any questions or concerns about how we are serving your family.

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