



2020-2021 LEARNING FORMATS



Los Encinos School's 2020-2021 year will allow for flexibility and transparency while prioritizing the health and safety of our community. Our re-start committee is comprised of LES administrators, board members, and health professionals. As facts regarding the spread of COVID-19 continue to evolve, this document describes the preparations in place for three learning plans allowing school administration the flexibility to implement and respond quickly and efficiently to any public health concerns identified by health officials, federal, state, and/or local government agencies.

The Process

Los Encinos School will continue to provide a comprehensive educational program of whole child learning while staying true to our philosophy, mission statement, and fundamentals, as expressed in our anthem: *Nothing is bigger than childhood. Big thinking, big opportunities, big fun, all made exceptionally possible by staying small... and connected.*

What follows are various options that will be implemented for the start of our 2020-2021 school year. These options may change as we move through the year. Because we are SMALL, we are able to quickly address safety and health concerns without bureaucratic delay. With this BIG flexibility, we will continue to provide a comprehensive educational program with a nurturing environment as we move bravely into the 21st Century of Education.

THE BIG THREE



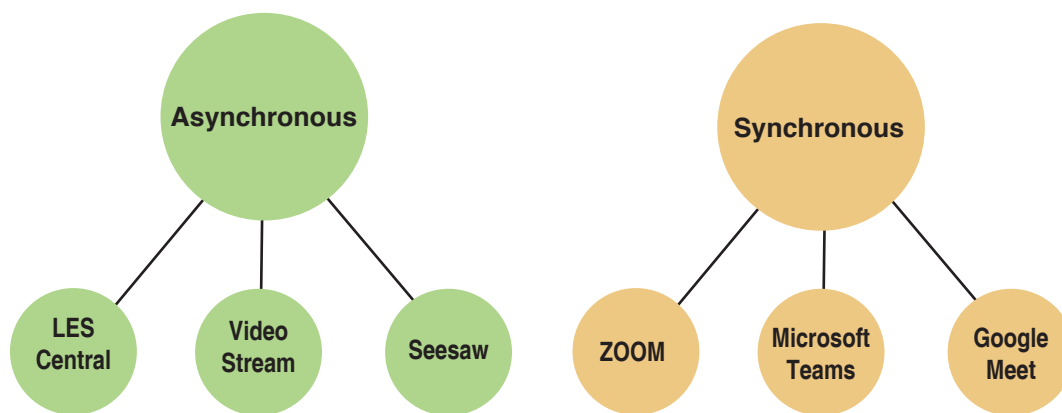
Los Encinos has designed three plans of learning.

Maintaining an open line of communication is vital to the success of these plans and in keeping our community healthy and safe.

At-Home Learning

At-Home Learning is the broad term to describe the transmission and exchange of information through an online model. Students are physically separated from teachers and classmates without being absent from school. We have the flexibility to provide lessons that are either *asynchronous* (learning without real time interaction), or *synchronous* (learning in real time) that are based in language arts, social sciences, math, specialist classes, and social and emotional learning (SEL). At-Home Learning instruction time is 3.5 hours per day, which includes a screen-away break and meal break times.

Examples of Online Learning Models:



EQUITY

LES is committed to maintaining equity in At-Home learning.

- Technological access will be ensured for all families;
- LES will continue to provide differentiation and accommodations to each student through enrichment and/or extension of projects for each grade level, or by modifying programs suitable for different learners and linguistically diverse students.

DELIVERY

Content will be delivered through Google Suite, Zoom, and/or other digital platforms.

- *Digital Citizenship Expectations*: Students will use the digital world safely, responsibly, and ethically. Please refer to the *LES Technology Policy* signed at the start of each school year for your grade (K, 1-3, and 4-6);
- *Common Sense Education* (CSE) is made available on the LES portal to all parents/guardians. CSE is a non-profit organization dedicated to helping students and families navigate the ever-growing world of media and technology;
- *Cyber Security*

On a weekly basis, LES will do a remote scan of all school owned devices to ensure the systems have not been compromised.

LES will vet all links before redirecting students to new websites and/or apps.

ATTENDANCE

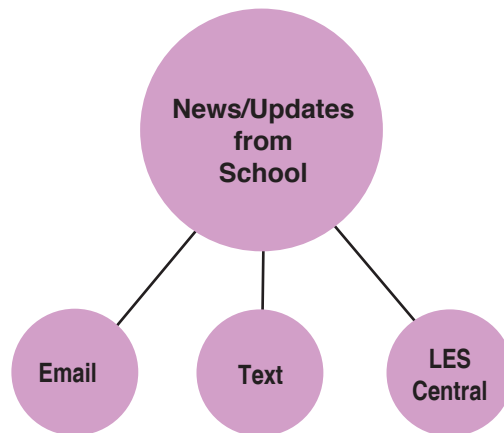
It is important to have regular and punctual attendance each day.

- Attendance will be recorded and counted through an LES Distance Learning Record Sheet requiring parent/guardian signature;
- Parents are to notify their classroom teacher by 10:00am if their child will be absent that day for any reason;
- Absences will be recorded 'unexcused' if the classroom teacher has not been notified;
- The grade level teacher will provide a weekly schedule.

At-Home Learning (cont'd)

Communication Expectations

The LES faculty will communicate with parents and students through email, text, and/or the grade level portal known as LES Central.



- Consistent with the procedures outlined in the LES Parent-Student Handbook, faculty will respond within 24 hours to parent inquiries.
- Faculty responses are limited to the weekday school hours of 8:00am-4:00pm;
- Teacher outreach, daily check-in phone calls, are limited to 10 minutes. If more time is required, a phone conference call may be scheduled;
- Meetings and conferences will be scheduled as necessary.

BEST PRACTICES

Your grade level teachers will post weekly schedules on their classroom page of LES Central. Schedules are subject to change, so regular monitoring of emails and/or texts is expected.

We recommend setting up LES Central 'Notifications' to be notified by email and/or text when News or Announcements are posted.

LES strongly encourages all students to practice self-advocacy.

To best prepare students for the expectations of secondary school, students in grades 4-6 are responsible for contacting their teachers if they have questions or difficulties with assignments and/or deadlines.

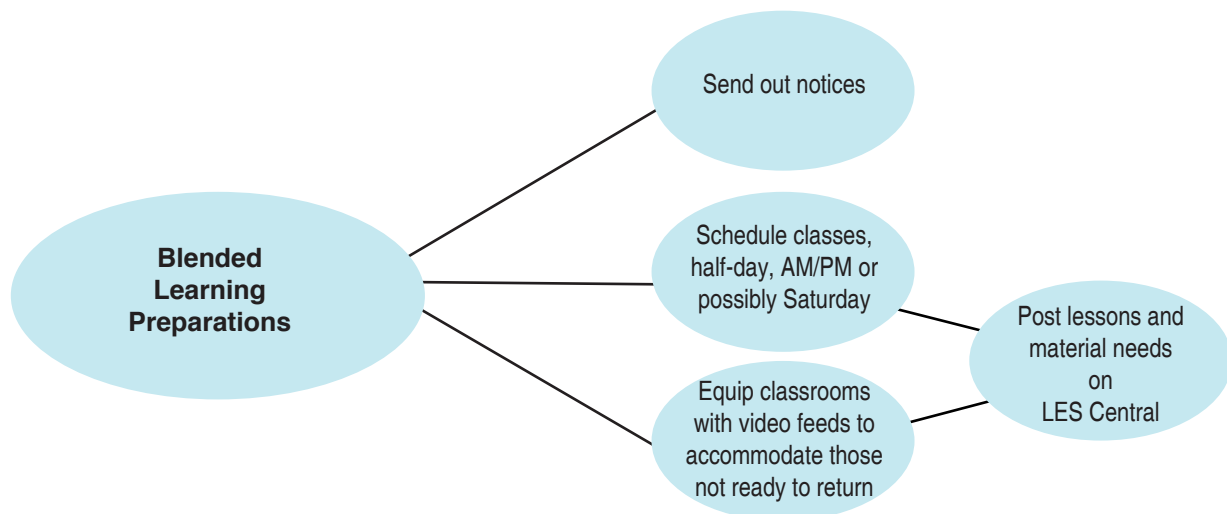
Blended Learning

Blended Learning accommodates small groups on campus in keeping with social distancing criteria and safety measures as recommended by state health officials, among other trusted authorities. LES has adopted a staged approach supported by science and public health expertise to allow students to come back to school in ways that will limit the risk of exposure to viral outbreaks.

It is understood that not every family will agree with the recommendations made by the authorities by which LES is assessing the safety situation. In that case, LES will accommodate anyone who wishes to continue with At-Home Learning.

In keeping with LES policies, the LES campus will continue to be disinfected by the guidelines of OSHA. During Blended Learning, LES will make modifications to the classrooms and communal areas to support social distancing requirements. If interested in learning about OSHA guidelines please see their workplace guide (<https://www.osha.gov/Publications/OSHA3990.pdf>).

Preparations in Place for Blended Learning



Blended Learning (cont'd)

Health and Well-Being Protocols

These practices will be followed diligently by all involved, with no exceptions.

- Upon re-opening and prior to entering campus faculty and staff will have a symptoms assessment. They will be instructed to self-monitor throughout the day;
- Any family or child that is considered high risk must stay at home. LES will continue to provide At-Home Learning.
- Any family that is not comfortable with a staggered re-opening, and prefers to continue At-Home Learning, will be accommodated.
- Parents are required to do an at-home assessment prior to coming to school. This will include monitoring for cold like symptoms (sneezing, runny nose, dry or sore throat, and/or headache), and taking of temperature. Any symptoms, or fever of 99.5° or higher student must remain at home;
- LES will provide parents with drop-off and pick-up instructions that must be upheld, with no exception;
- At drop-off, an LES staff member will inquire about child's home assessment;
- All students will be monitored throughout the day, temperatures will be taken as needed;
- LES will provide a new and personalized school supply box to each student for grades K-6; all items will be new and unopened.

COVID-19 Symptoms
(may be contagious, yet
not appear for 2-14 days)

- Fever
- Muscle Pain
- Cough
- Headache
- Difficulty breathing
- Sore throat
- Shakes with chills
- Loss of taste or smell

Stay-at-Home Protocols

- If student, faculty, or staff are sick with fever and cough, they must stay home for at least three days (72 hours) after the fever has resolved **without the use of fever-reducing medications** and there is improvement in respiratory symptoms, AND at least seven days since the symptoms first appeared (10 days for COVID-19, until vaccine and/or treatment is developed);
- If student, faculty, or staff present with any temperature above 99.5, or cold-like symptoms, they will be isolated and sent home. Exposed area will be closed for 24 hours, cleaned and disinfected.

Blended Learning (cont'd)

Physical Campus Procedures and Protocols

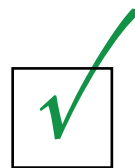
This is an evolving situation. LES will adjust its procedures and protocols as warranted for the maximum safety of the community. Protocols are being developed in the following key areas.

SAFETY

FIRST • LAST • ALWAYS



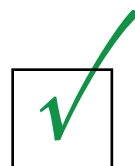
The use of masks during classes and in public gathering spaces (LES to makes masks available for students, teachers, and visitors).



Modification of programs and events in compliance with limits on crowd sizes and social distancing measures.



Limiting campus access times and areas for visitors and parents.



Requirements for temperature-taking for students, faculty, staff, and vendors.



Assess capacity limits to allow for social distancing in spaces such as Parish Hall, classrooms, breakout rooms, etc.



Sanitizing and cleaning procedures of public areas; additional hand-washing stations installed.

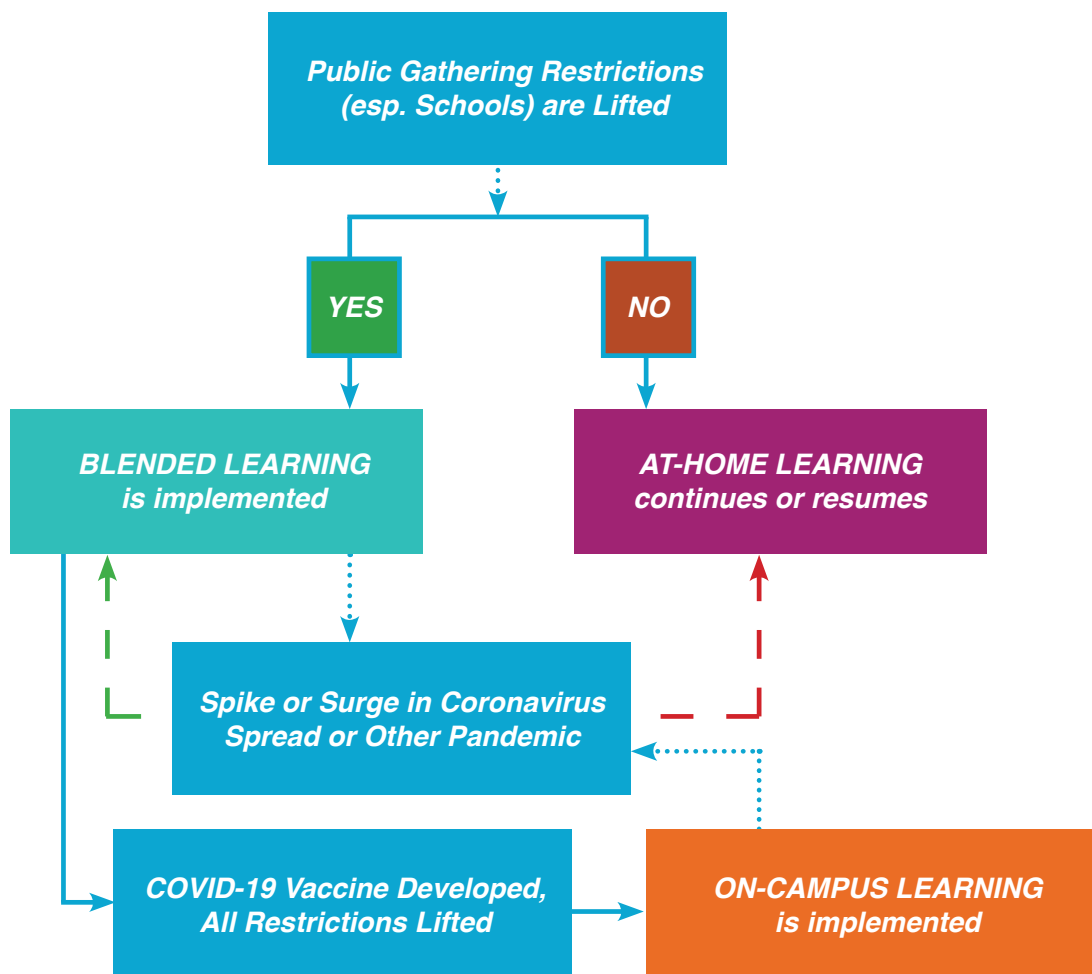
On-Campus Learning

Lifting all restrictions for a full return to campus will again be determined according to recommendations by state health officials and Governor Newsom, among other trusted authorities.

All guidelines and protocols related to the full re-opening of the campus are consistent with those in the Parent-Student Handbook 2019-2020, and 2020-2021 when published.

Families and/or students who do not wish to return, even at this juncture, will be treated on a case-by-case basis to determine whether accommodations need to be made.

Exceptions or Re-Assessments - Interruptions



LES is prepared for waves of interruption to On-Campus Learning and Blended Learning plans. In the event our local community experiences a spike in COVID-19 cases or any other contagious outbreak or health emergency and an interruption of physical operations occurs, a shift to At-Home Learning will happen immediately.

Should you have any further questions, please contact Ilene Reinfeld, Head of School at ireinfeld@losencinosschool.org. *Her door is always open.*