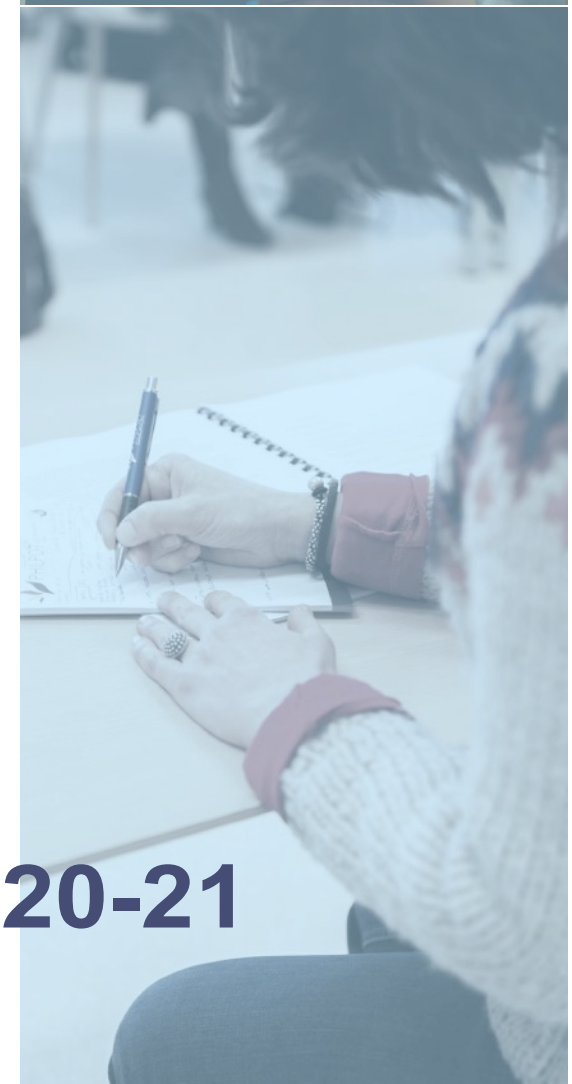
Hybrid Schedule HANDBOOK

The Detailed Plan for Educating Students with a Combination of In-Person and Online Instruction



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PLEASE NOTE: This is a living document and changes could occur due to the current situation we are experiencing.

UPDATED AS OF 03/18/21

2020-21

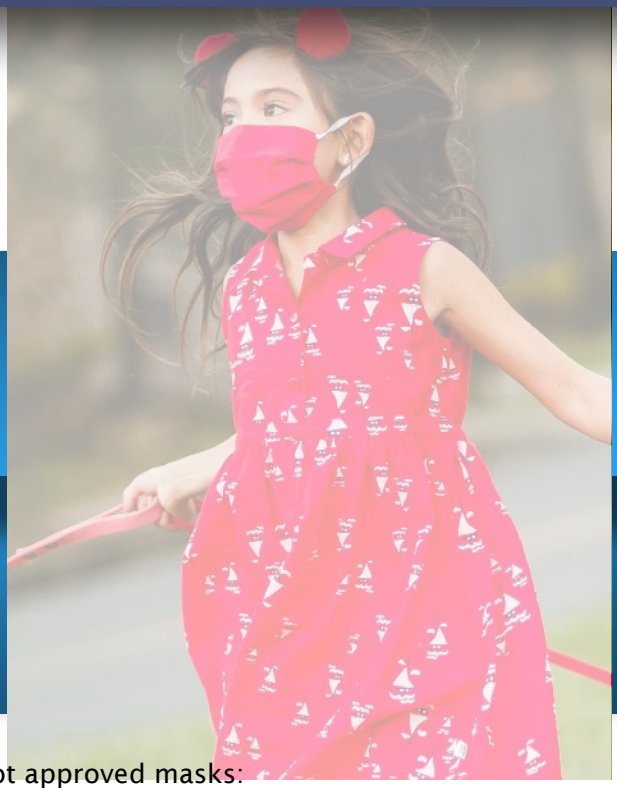
HYBRID SCHEDULE

Our Daily schedule will have 2 cohorts per class as well as students in CDL:

	Monday		Tuesday		Wednesday	
	Cohort A	Cohort B & CDL	Cohort A	Cohort B & CDL	Cohort B	Cohort A & CDL
AM	In- Person	Online	In- Person	Online	In- Person	Online
LUNCH						
PM	Online	Online	Online	Online	Online	Online

	Thursday		Friday
	Cohort B	Cohort A & CDL	All Cohorts
AM	In- Person	Online	Online
PM	Online	Online	

SAFETY ON CAMPUS



Face Coverings

Face covering guidelines will be enforced at all times while students and staff are on campus throughout the school day.

STUDENTS:
ALL students will be required to have a face covering at all timeswhile at school unless exempt due to medical reasons. A doctor's note is required for medical exemptions.

STAFF:
All staff must use a face covering while on campus. This includes inside the classroom during instruction as well as all other areas throughout the campus.

City View will follow the HSD Mask Guidance:

- Approved masks are:
  - Disposable
  - Masks that fit snuggly around the chin, nose, and side of face
  - Masks with inner filter pockets
- Not approved masks:
  - Gaiters, unless 2 layers thick
  - Masks with exhalation vents
  - Scarves, ski masks or balaclavas

Physical Distancing

All school sites will adhere to the following strategies to maintain 6' of physical distancing as much as possible throughout the school day:

- Staggered arrival and drop-off times
- Use of multiple entry points for students upon arrival
- 6' physical distancing when students line up to enter classroom, exit campus, etc.
- Minimum 6' distancing in the classroom with furniture arranged to maintain proper distancing

Please reference specific site maps for entrance/ exit locations as well as staggered entry, recess, and exit times:

City View Main Campus

City View Evergreen Campus

Student Medication

Should your student require medication to be on file we request that you contact City View office prior to your student's first day of school and arrange to drop off the medication. Students at Evergreen will drop their medication at the main campus which will be transported to the Evergreen location prior to April 12th.

STUDENT DAILY EXPECTATIONS

Students and families have the following expectations each day:

Breakfast at home

We are requesting that all students arrive to start the day having had a healthy breakfast. By having breakfast before arrival, it will help ensure that the student will be able to better focus in class. City View office and counselors have many options to support our families who maybe facing food insecurities. Please contact our office for confidential support.

City View Office: 503.844.9424

Water Bottle

All City View and Evergreen water fountains will remain off at this time. Students are encouraged to bring a full water bottle from home each morning. For students who forget their water bottle extra bottles will be available at each campus. Please make sure your student's name is on their water bottle.

Face Mask

Face masks need to be cleaned periodically. Please make sure you are coming each day with a clean mask. If students do not have a mask a disposable one will be provided.

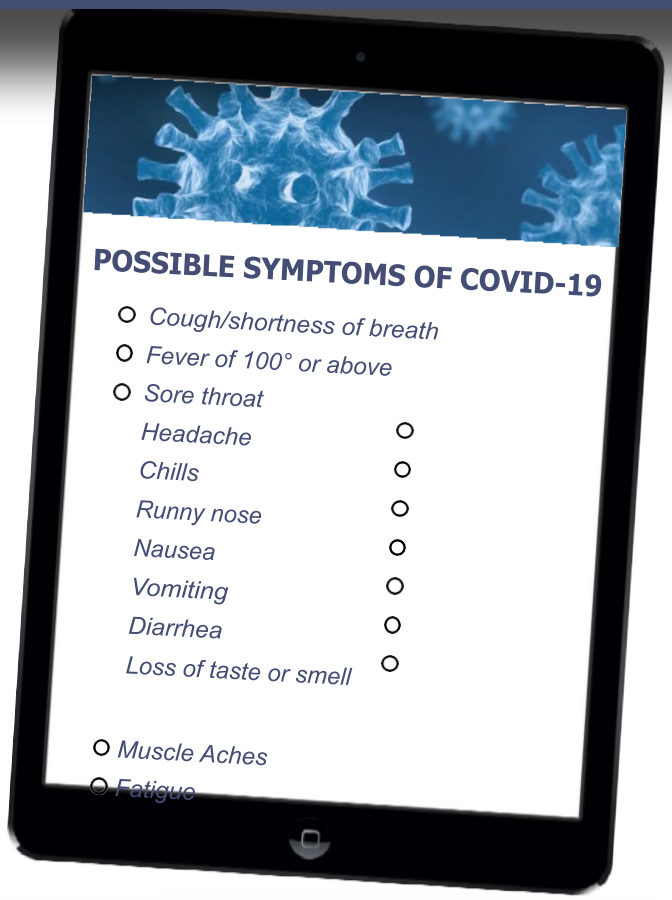
Chromebooks

To support student learning on campus we are asking the following:

1. On the first day on campus each student should come with their Chromebook charged and with a taped note showing their username and password for both the Chromebook and Canvas. User names and password notes will be removed and stored safely for teacher reference.

2. Each day after the first day students should still bring their Chromebook, fully charged, to campus.

PROCEDURES FOR ARRIVAL



Start with a Self Check

Parents are expected to conduct daily self-screening and symptom assessment for their student at home before the start of in-person instruction per CDC guidelines. Children with a fever of 100˚ or higher should not come to school. Parents are also expected to screen their child for respiratory symptoms prior to coming to school each day.

All students and staff are required to complete a symptom health check each day through the Schoolinfo App. The data is reviewed daily by school staff. Please visit cityviewcharter.org/schoolinfoapp for installation instructions.-COMING SOON

SchoolInfo App

Arriving on Campus

Designated drop off locations will be identified for every grade level at each specific school site. Please follow all signs and guidance from site staff in order to limit direct contact with others upon arrival. (Please see page 2 for links to detailed site maps)

Daily Family Wellness Checklist

- Check your child's temperature each morning for signs of illness. If your child has a temperature of 100˚, or COVID-19 symptoms they should not go to school
- Call school to report their absence as needed
- Child should bring face covering to school
- Remind child of physical distancing protocols, hand washing best practices, etc.
- Drop child off/or remind child to enter the school through the assigned entrance location
- Wash face covering, if applicable
- Have child wash their hands immediately upon arriving home/ at their after-school destination

Temperature Stations

Temperature stations will be strategically located for students as they arrive by drop-off or walking. School staff will be designated to conduct daily screenings of students which may include:

- Temperature check - if temperature is 100˚ will not be able to enter campus
- Visual wellness check
- Questions about whether anyone in their home has had COVID-19 symptoms or a positive test in the last 14 days
- Questions about experiencing any COVID-19 symptoms within the last 24 hours

As students enter campus signs will be present to remind students to wear face coverings, physically distance, and wash hands throughout the day.

PARENTS & STUDENTS ON CAMPUS

Parents on Campus

For the safety of our staff and our students we will not allow parents into campus buildings except with administration approval. On the occasion a parent may come into our buildings the following are our protocols:

1. School office doors will remain locked throughout the school day

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2. Only one parent at a time will be allowed in any of the school offices.

3. Parents will not be allowed to proceed beyond the office or designated drop off gate unless it is cleared by site administration.

4. Temperature will be taken before entering onto school grounds as well as fill out a COVID-19 visitor affidavit.

Students on Campus

Student movement on campus will be limited throughout the day with adult supervision to maintain 6ft physical distancing in common areas where students gather.

Classrooms

- Each classroom cohort of students will remain together throughout the school day
- A cohort consists of half of the students with a staggered daily schedule
- All students will remain physically distanced at a minimum of 6ft while in the classroom
- Classroom supplies will be individually distributed and not shared between students

Playgrounds & Recess

- The recess schedule at each campus will be staggered in order to keep class cohorts from mixing
- Designated sections of the playground will be assigned to class cohorts
- Separate playground equipment will be used by class cohorts so there is not cross contamination
- 6ft distancing will be maintained in hallways

Bathrooms & Drinking Fountains

- Bathrooms will be disinfected regularly and monitored to limit the numbers of students entering at one time
- Students will be required to sanitize hands when entering the classroom
- Drinking fountains will be shut off until further notice
- Students should bring their own water bottle each day. However, water bottles will be on hand if needed

DEPARTURE PROCEDURES

Lunch Program

Due to physical distancing limitations, the lunchroom will not be open for sit down lunch for students. Classes may have a daily snack time outside and will use sanitizer prior to entering the building. Additionally, families can still utilize the breakfast and lunch meal boxes delivered from Fresh n' Local each Monday, provided you order in advance.

At our Evergreen location students will have a optional snack time that may be eaten in the classroom and the student will be required to clean their area as well as wash and/or sanitize their hands afterwards. At the end of the day lunch bags will be available to students as they exit the campus in a grab-and-go style. However, families may still opt to order meal boxes from Fresh n' Local through City View.

Staggered Release

In order to maintain minimum physical distancing and prevent student cohorts from mixing during departure, a staggered release schedule will be in place at each site. Please reference the site maps (links on page 2) to see the individual release times set for a school site.

In order to maintain a safe and quick pick-up procedure, parents will be asked to stay in their vehicles and not arrive until the designated release time that is listed for the grade level of their child. Each family will be given 2 designated car tags for each of their students. These must be displayed in the car window for visual accessibility. Any adult trying to pick up a student without the car tag will be asked for identification before being allowed to pick up the student. **Parents and siblings must remain in vehicles during pick up, the playground at the main campus will not be open for use**.

Designated Exit Points

Each grade level at a school site will have a designated exit point that they report to when ready for departure at the end of the school day. The designated exit points can be found on the site maps (links on page 2) and that is where students will be picked up or walk home.

Each exit point will have marked areas for students to stand that include physical distancing markers to assist with maintaining a 6-foot distance while waiting to be picked up. Names of students will be called as parents arrive at the designated exit point.

Supervision

Staff supervision of the departure areas will be in place to help maintain physical distancing guidelines and minimize student cohort mixing. Staff will also help keep the traffic lines moving by calling out student names as parents arrive.

SYMPTOMS RESPONSE PROCEDURE

As students and staff come back on campus, there may be times when COVID-19 exposures will happen. City View will follow a specific contact tracing procedure when dealing with possible exposure as guided by the Washington County Health Department (WCPH).

Student or staff member arrives at school with temperature and/or they are exhibiting symptoms

- Student is sent to the site designated isolation room to be checked
- Student/staff member is sent home
- Recommended seeking medical guidance and COVID-19 testing
- School/classroom remain open

NEGATIVE

- Student/staff member may return to school three days after symptoms resolve
- School/classroom remain open

POSITIVE

- Notify HSD and WCPH based on theirprotocols
- Isolate the case and exclude from school for 10 days based on CDC criteria
- Identify contacts, quarantine & exclude exposed close contacts for 10 days after the last date the individual confirmed COVID-19 case was present at school while infectious
- Individuals who are contacts should test if any symptoms develop and if asymptomatic, should test near end of the 10 day quarantine to check for possibleasymptomatic infection which can lead to transmission to others
- Disinfection of classroom and primary spaces where case spent significant time
- CVCS will be in consultation with HSD and the WCPH on any need for partial or full closure.

Student or staff member (or a confirmed close contact of someone) who tested positive for COVID-19

- Student/staff member is sent home
- Quarantine for 10 days from last exposure
- Recommend COVID-19 testing (but will not shorten 10 day quarantine)

NEGATIVE

Student/staff member must remain in quarantine for a full 10 days after:

1. Date of last exposure to COVID-19 positive non-household contact or…
2. Date that COVID-19 positive household member completes their isolation

POSITIVE

- Notify HSD and the WCPH based on theirprotocols
- Isolate the case and exclude from school for 10 days based on CDC criteria
- Identify contacts, quarantine & exclude exposed close contacts for 10 days after the last date the individual confirmed COVID-19 case was present at school while infectious
- Individuals who are contacts should test if any symptoms develop and if asymptomatic, should test near end of 10-day quarantine to check for possible asymptomatic infection which can lead to transmission to others
- Disinfection of classroom and primary spaces where case spent significant time
- CVCS will be in consultation with HSD and WCPH on any need for partial or full closure.

CLEANING & DISINFECTING

The safety of students and staff at City View Charter is our top priority. School sites have been cleaned and disinfected, and CVCS will continue to adhere to all necessary safety precautions.

Classrooms

High touch classroom surfaces will be cleaned and disinfected every day and between any changes in student cohort use.

The high touch surfaces that will be disinfected each day and throughout the day as practical include:

- Door handles
- Light switches
- Sink Handles
- Bathroom Surfaces
- Desks, tables and chairs

Playgrounds

Playground structures will only be utilized if they have been disinfected with a no-rinse disinfectant from the prior student cohort who used it. If the play structure cannot be sprayed down between student cohort use, then the structure will be closed until it can be disinfected.

Playground athletic equipment will be assigned to student cohort groups to be used in the designated cohort area on the playground. Playground athletic equipment will not be shared between classroom cohorts in order to minimize cross contamination.

Bathrooms

Bathrooms will be disinfected regularly throughout the day. Signage will be placed in the bathroom to remind students to wash their hands when exiting and teachers will encourage students to wash hands and/or use hand sanitizer when coming back from using the bathroom.

Washing Hands

Hand washing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

The following procedures will be followed at all campuses to be sure that hand washing is priority throughout the day:

- All students and staff will be required to wash their hands and/or to use hand sanitizer upon arrival
- Hand sanitizing stations and wash stations will be setup and identified through signage with instructions for effective hand washing
- Soap and water are available in all restrooms and classrooms, which are stocked daily.

Students will be instructed, by teachers and support staff daily and through posted signage, to wash their hands or hand sanitize when:

- Arriving at and leaving home
- Arriving and leaving school
- After playing outside
- After having close contact with others
- After using shared surfaces or tools
- Before and after using restroom
- After blowing nose, coughing, and sneezing
- Before and after eating

COMMUNICATION

Our goal is to keep community stakeholders informed of all important City View news and information via a variety of touch points. We encourage all families to double check the contact information within our ParentVue system to help ensure we have the most up to date contact information.

WEBSITES

Official form of communication for all school information, news, and announcements.

www.cityviewcharter.org

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DISTRICT SOCIAL MEDIA

Official social media pages where important information, including emergency updates, school highlights and more is shared

CVCS on Facebook: CityViewCharter

PARENTVUE

This parent portal is an essential tool for all parents. Information regarding grades, attendance, emergency contact information and more can be found here.

https://myvue.cascadetech.org/hillsboro

If you have trouble logging in, please contact your school's front office for your activation key.

CVCS MOBILE APP- COMING SOON

Download the City View Charter App to access one location to find all the latest news and events. Registering this app will give you easy access to all the messages from the district and your school site.

Search for **City View** in the Apple App Store or Google Play.

MASS NOTIFICATION

Email, Text, and Phone

Important communication, announcements, and urgent matters are systematically deployed.

Stay in the loop by making sure that the school site office has your latest contact information in the system.

More Parent FAQ's

If you have additional questions, please refer to this document:

Hybrid Frequently Asked Questions

This document may be updated as we have more information*

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