



BULLIS charter school

A CALIFORNIA K – 8 PUBLIC SCHOOL

BCS Reopening Plan - Revised

Bullis Charter School's plan for reopening school is based on three key principles:

- We will prioritize the health and safety of our students, families, teachers and staff.
- We will focus on providing excellent learning experiences for all students, whether we are working in-person, remotely, or in a hybrid environment.
- We will adapt -- both to changing health conditions in our community, and to lessons we learn each week and month, within our school and from our professional colleagues. This will be a challenging year, and it will also be an opportunity to try new ideas and approaches to teaching and learning. We expect to learn a great deal, and we hope to share what we learn with fellow educators.

As we start the 2020-21 school year, BCS is managing two separate but connected goals:

- Building the most rigorous possible remote learning experiences for all our students and families.
- Providing vital in-person support for our students and families who need it most, including:
 - Kindergarten and TK students who are just beginning the BCS experience, and
 - Students -- especially in the early grades -- who need additional support, such as students in Special Education and English Language Learners (ELL).

Our teachers are engaged in their professional development days, and working with our principals to plan extensive improvements to our remote learning. We are focusing first on remote learning because it will likely be our best option for delivering high-quality learning and development experiences for most of our students.

In addition, based on guidance from state and local leaders, we recognize that even if we receive a waiver enabling BCS to provide some in-person learning, we must prepare for changing health data that may require all students to return to 100% remote learning. Whether our classrooms can open or not, learning should never stop.

To that end, we are ensuring that we can provide:

- Devices and connectivity so that every child can participate in distance learning.
- Daily live interaction for every child with teachers and other students.
- Class assignments that are challenging and aligned with in-person instruction.
- Targeted supports and interventions for English learners and special education students.
- Extensive time in professional learning focused on training around remote learning for teachers.
- Investment in additional software for online learning.

In addition, we are requesting a waiver from Santa Clara County public health officials to provide some in-person learning for our students and families who need it most.

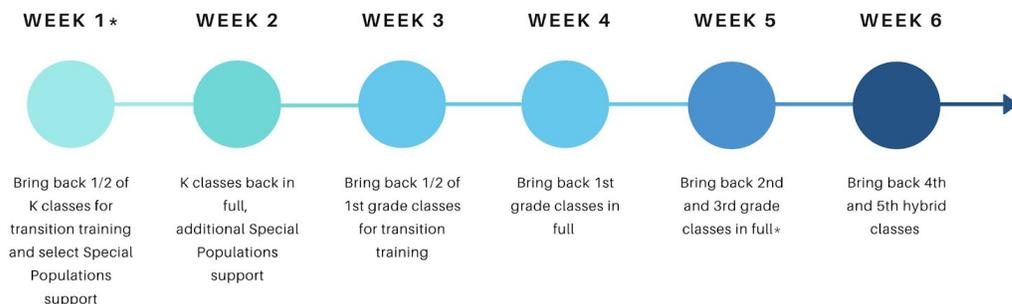
Whether we return to some in-person learning through a waiver from the county, or through improvements in public health conditions, in order to maintain healthy and safe environments for students and staff -- and their families at home -- we will strictly follow guidance from the California Department of Public Health (CDPH) and the Santa Clara County Public Health Department (PHD) and Office of Education. One essential element of that guidance is ensuring ample physical distance between students and staff on campus. On a normal school day before COVID-19, with all of our students on campus, we would not have been able to provide that physical distance.

Several important factors will enable BCS to provide more physical distance for our students and staff:

- Starting our school year in 100% remote learning, and carefully increasing the number of students allowed on campus after we have clearance to move into a hybrid of in-person and remote learning.
- Keeping cohorts operating separately from each other, including during outdoor activities and when entering and leaving campus.
- Based on preliminary surveys, a significant number of BCS families will opt for 100% remote learning even when we are ready to offer a hybrid of in-person and remote learning. This will reduce the number of children we would plan to bring on campus, so we will be able to maintain smaller class sizes.

Following is our plan to offer in-person learning to selected groups of students, including Special Education students, English Language Learners, and children of essential workers, while maintaining a healthy and safe environment for our school and our community. This proposal has been developed with input from our families, teachers and principals through a series of remote town halls and task forces.

WAIVER APPROVAL PROCESS



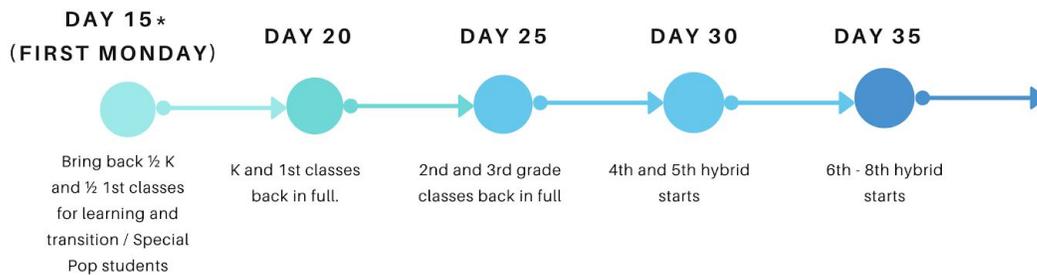
*Week 1 would start on a Monday, two weeks after the waiver is approved.

(We propose bringing back full cohorts for 2nd/3rd grade, but if we need to adjust to half-cohorts we would move to a two-week cadence, similar to the process for K-1.)

We plan to utilize a similar staggered approach to return to a hybrid of in-person and remote learning when Santa Clara County is removed from the state's watchlist:

RETURN TO HYBRID

(14 days off the watchlist)



Key Points for Transitioning into In-Person Learning

- We recognize as we transition to in-person learning, some of our families will choose to remain in remote learning, and we will work to ensure we continue to provide the best possible instruction in the remote settings.
- We will most likely need to make classroom/teacher adjustments and we will prepare for those adjustments prior to each step in our transition.
- K/1 students will need transition time to learn routines and protocols and get used to their new environment. Additionally, smaller cohorts will help K/1 teachers build relationships with their students.
- Bringing back classes in stages will provide us with the time we need to pressure test new protocols and systems with smaller groups in order to ensure they are appropriate and safe.
- Arrival and dismissal times will be staggered to facilitate social distancing, and each stage of returning classes will provide time to evaluate the best schedule.

Health and Safety Precautions for In-Person Learning

Each step we take to return to in-person learning will be made with the strongest health and safety precautions, based on guidelines from California and Santa Clara County, as well as our discussions with BCS families and staff. When in-person learning is permitted, our on-campus precautions will include:

Cleaning and Disinfection

- An extensive classroom sanitizing process, and reduction of high-touch surfaces.
- Required hand washing regimens will exist for both staff and students. This includes the expectation that hands are washed with soap and water for at least 20 seconds
 - after arriving at school,

- when entering or leaving a new space,
- after using the restroom or helping a child use the restroom,
- before and after eating,
- after recess, and
- after removing/replacing a mask.

The teacher may determine other intervals where handwashing is appropriate.

- Signs will be posted in high visibility areas to remind students and staff of proper technique and other hygiene techniques. (See Appendix 1.)
- Students will not be permitted to share devices or other resources.

Cohorting

- We will aim to keep TK-3 class sizes at 15 or fewer students.
- Providing hybrid programs for grades 4-5 (e.g. one cohort coming for in-person learning on Monday-Tuesday, the other coming on Thursday-Friday) will also keep these class sizes smaller.
- Each cohort will remain small and stable, and will stay together for all activities (e.g., instruction, lunch, recess). Cohorts will not mix with other cohorts.
- Bringing back classes in stages will provide us with the time we need to pressure test new protocols and systems with smaller groups in order to ensure they are appropriate and safe.

Entrance, Egress, and Movement Within the School

- As noted above, we will have staggered arrival and dismissal times, and will continue to adapt those times as more students return to campus.
- One-way walking paths with direction markers will show students how they should enter and leave each classroom area, how they should walk to bathrooms and outdoor recreation areas, etc. (See Appendix 5.)
- We will stagger times when cohorts will leave their rooms to go to outdoor areas.
- Staff will not be permitted to eat lunch in staff rooms but will utilize outdoor settings or classrooms, weather permitting.
- Families will pick-up/drop-off students in designated areas within a certain time frame.
- Marked waiting areas will be designated to avoid crowding during drop-off and pick-up, and will be monitored by staff to ensure that students and families do not mingle.
- Families will be instructed to remain in their vehicles during drop-off and pick-up, whenever possible. If in-person drop-off or pick-up is needed, only a single adult will enter the school facilities to pick up or drop off the child.
- Parents must wear masks during drop-off and pick-up.
- Only necessary visitors and volunteers will be allowed on campus, and we will limit the number of students and staff who come in contact with these visitors and volunteers.
- Copiers have been relocated and include sign-up sheets, to ensure staff members in shared spaces are limited.

Health Screenings for Students and Staff

- Symptom screening for every student and adult will be required, prior to their arrival on campus. (See Appendix 3.) Screening will ask each student and adult if in the previous

three days they have experienced any of the symptoms as the Santa Clara County Public Health guidelines, including:

- Fever or chills,
 - Cough,
 - Loss of taste or smell,
 - Shortness of breath or difficulty breathing,
 - Fatigue,
 - Muscle or body aches,
 - Headache,
 - Sore throat,
 - Nausea, vomiting, or diarrhea.
- Any student or adult exhibiting symptoms will be moved to an isolation area until they can be transported home or to a healthcare facility. (See Appendix 4.) For students, the family will be contacted to pick up the student within one hour. Students will be educated about not teasing or mistreating classmates who may need to go to an isolation area.

Healthy Hygiene Practices

- We have added multiple handwashing/sanitization stations, and hand sanitizer will be available in every classroom and workspace. All classrooms will have access to a sink. Their use will be promoted extensively and incorporated into the daily routines of all students and staff, as noted above. (See Appendix 1.)
- Masks will be required for all adults and all students, including K-2. We have additional PPE on site, for students and staff who may need access to gloves, masks, etc.
- Students exempt from the mask requirements include:
 - Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance, and
 - Students with special needs who are unable to tolerate a face covering.
- Staff who are unable to wear a mask for medical reasons shall not be assigned duties that require close contact with students.
- BCS will communicate with all staff and families regarding expectations for use of face masks at school and how to wash face masks.

Identification and Tracing of Contacts

- BCS will continue to follow all guidelines from CDPH and Santa Clara County PHD to facilitate contact tracing.
- A nurse will be available to support staff at both campuses, including support with contact tracing (creating lists of students and staff who may have been exposed, and submitting those lists to Santa Clara County DPH).

Physical Distancing

- In addition to the precautions outlined for “Entrance, Egress and Movement” above, all teachers and staff will remain six feet from one another and maintain six feet of distance from students when possible.

- Students will be reminded to maintain six feet of distance from one another at all times, when possible.
- Excess furniture will be removed from classrooms, providing more space.
- All student desks/tables will be at least six feet apart, and will face the same direction. (See Appendix 1.)
- Students will be required to use the same desk or table each day.
- Our offices will be staffed with the minimum possible number of in-person staff, and only necessary parent volunteers will be allowed on campus. (See Appendix 2.)

Staff Training and Family Education

- We have already begun, and will continue to expand, our detailed communications campaign to ensure that all BCS families understand and endorse our health and safety precautions, and reinforce these practices at home -- for example, helping our younger students practice wearing masks and reminding all families and staff that if anyone in a student's or staff member's household is sick, they must stay home.
- At this time, only necessary parent volunteers will be allowed on campus.

Testing of Students and Staff

- In addition to symptom screening for every student and adult, BCS leaders will ensure that any students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be tested rapidly, and required to quarantine at home while awaiting test results.
- An isolation tent will be available at the front of campus, to ensure that any potentially infected students or staff members are not exposed to others and are not entering into closed spaces. The isolation tent will be covered on three sides and open on one side, to both allow for privacy and to ensure appropriate air flow. (See Appendix 4.)
- As testing capacity grows in our community, we will encourage all staff to be tested every other month, as practicable. If necessary, we will release staff to get tested before the end of a school day.

Response to Suspected or Confirmed Cases and Close Contacts

- BCS will use the tools and guidelines provided by Santa Clara County Public Health to respond to suspected or confirmed cases of COVID-19, including:
 - Any student or adult exhibiting symptoms will be moved to an isolation area until they can be transported home or to a healthcare facility. (See Appendix 4.)
 - BCS administrators will notify Santa Clara County Public Health immediately if we learn of any positive COVID-19 case.
 - BCS will notify all staff and families in the community of any positive COVID-19 case, while maintaining confidentiality as required by state and federal laws.
 - Any areas used by a sick person will be closed off, and cleaned and disinfected before the area is used again.
 - All students and staff in the same classroom cohort as a confirmed COVID-19 case will be instructed to get COVID-19 testing, and to remain quarantined at home for 14 days.

- BCS will provide information for all close contacts to a confirmed COVID-19 case to Santa Clara County Public Health.
- BCS will follow Santa Clara County Public Health guidance for how long individuals must wait after testing to return to campus.

Triggers for Switching to Distance Learning

- We will stay in regular contact with Santa Clara County education and health officials, and follow all guidance about returning some or all students to distance learning. As we have begun a successful distance learning program to start the year, we are prepared to pivot back to 100% distance learning if public health conditions dictate.

Communication Plans

- With the support of our nurse, the BCS superintendent will communicate with students, staff, and families about any cases or exposures that may occur at the school, while protecting personal information consistent with privacy requirements such as FERPA and HIPAA.
- As staff prepare to arrive back on campus, we will host a webinar for all returning staff, detailing the protocols and processes necessary to ensure a safe school environment. We anticipate having 1-2 days for staff to set up on campus in preparation for students, and will also utilize this time for staff to walk-through protocols and set up appropriately prior to student arrival.

All of these steps, and an ongoing focus on adapting our procedures as we learn new ways to improve, will help BCS continue to provide excellent learning experiences while protecting the health and safety of our students, families, staff, and our overall community.

BCS Reopening Plan - Appendices

1. Safety and Social Distancing in Classrooms



Desks will be arranged at least six feet apart to maintain appropriate distance between each student, and their teachers.

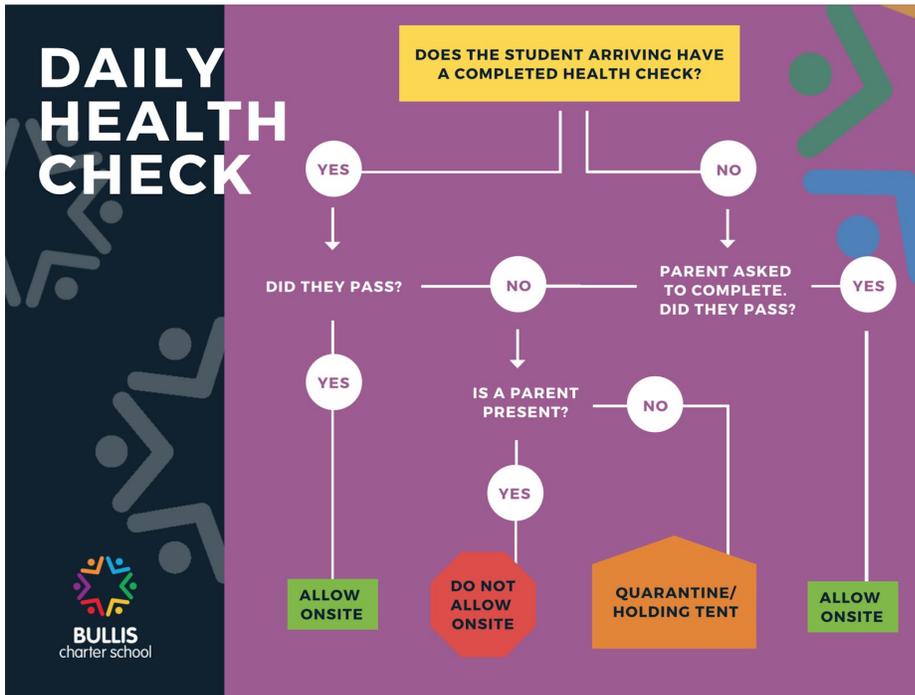
Every classroom has a sink and sanitizing materials for handwashing.

2. Safety and Social Distancing in Front Office



Plexiglass partitions have been installed in all office areas so that office staff can interact more safely with families and students who need to visit the offices. Face masks will be worn at all times, and staff desks in the office are at least six feet apart. Office visits will only be allowed for necessary interactions.

3. Student and staff health check prior to coming to campus



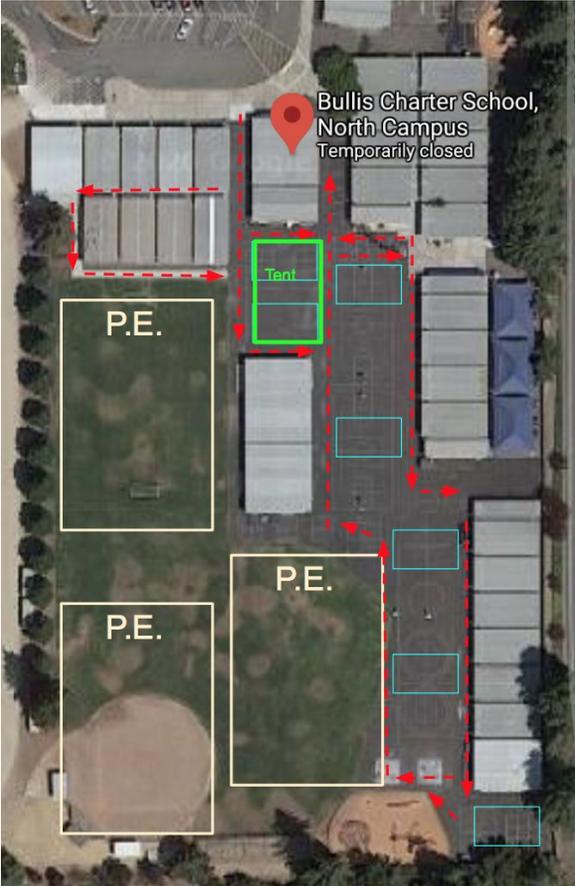
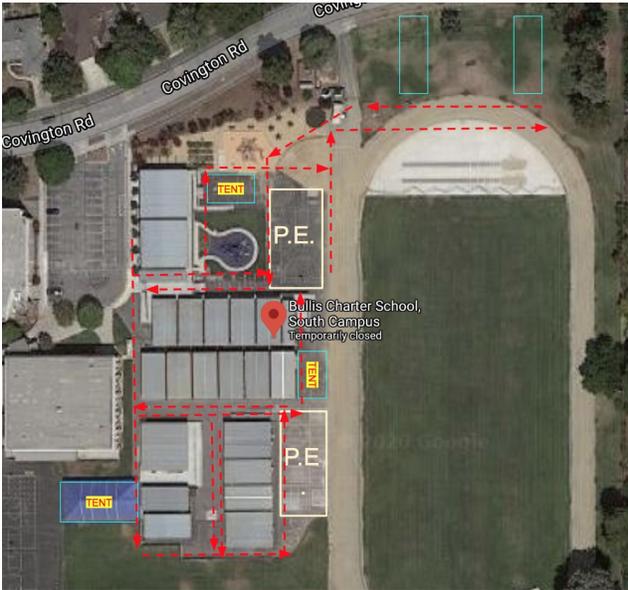
Every student and adult will be required to have a health check each day, prior to entering the campus. This diagram outlines the plan for ensuring that each student has a health check, and steps we will take if a student does not pass the health check.

4. Holding tents for students or adults exhibiting symptoms



Any student or adult exhibiting symptoms will be moved to a holding tent until they can be transported home or to a healthcare facility. If a student exhibits symptoms, the family will be contacted to pick up the student within one hour.

5. Outdoor Activity Spaces with Appropriate Distance



The maps of BCS South Campus (left) and North Campus show safe walking paths (in red) and outdoor activity areas (in turquoise). Outdoor spaces will be at least 25 feet apart. To ensure we have maximum safety and distance, we will have no more than two cohorts outdoors at a time.



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A CALIFORNIA K – 8 PUBLIC SCHOOL

FAQ on Reopening in 2020-2021 School Year

Last Updated: September 17, 2020

What’s the latest on plans for in-person learning?

On September 8, California moved Santa Clara and several other counties from the most restrictive “purple tier” to the less stringent “red tier.” Schools can start in-person instruction if the county stays off the purple tier for 14 days. For information on the tiers - <https://covid19.ca.gov/safer-economy/>

In addition, county and state officials are still reviewing the BCS waiver application to begin providing some in-person learning. Whether through a waiver or through improving public health conditions in the county, we may be able to start having small groups of students on campus as soon as late September or early October.

As outlined in our revised Reopening Plan --

<http://www.bullischarterschool.com/wp-content/uploads/2020/08/BCS-Reopening-Plan-Revised.pdf> --

we will bring back small groups of students, in stages -- beginning with the earliest grades and students who need additional support -- so that we can evaluate and improve health and safety procedures at each stage. **Please review the plan carefully**, since it has been adjusted based on feedback from county officials, including about daily symptom checks for all students and adults.

While we prepare for a potential return to some in-person learning, we are also focused on making sure our remote learning program provides the best possible experience for BCS students and families. The answers below reflect our plans to provide in-person and hybrid learning options once we are able, either through a waiver or Santa Clara County staying off the purple tier for 14 days.

1. Why can’t students in all grade levels return to campus full time?

To ensure we are complying with the guidelines set forth by Santa Clara County Public Health Department, when we are allowed to resume in-person learning, we must practice social distancing with staff and students to protect the safety of our students, staff, and families. Room spacing and constraints limit us from having all students on campus while still complying with the outlined guidelines.

2. Why not bring back grades 4 and 5 full time?

Our goal is to bring 4th and 5th grade students back on campus full time, but that will significantly increase the number of students on campus, and make social distancing more difficult. It will also create challenges with drop-off and dismissal. As we learn more about managing classroom and outdoor spaces, we will build a plan to bring 4th and 5th grade students in some structured capacity.

3. How are you utilizing all the outdoor spaces that BCS has for instruction?

When air quality related to the wildfires improves, we anticipate utilizing outdoor spaces for specials to operate with cohorts of classes, to provide students with recess & break space, and to provide outdoor

lunch opportunities. Additionally, we have designated walking pathways to ensure social distancing is complied with outdoors.

4. Are you considering staggering start and end times?

We are gathering more information in our Operations Task Force to determine if this makes sense. If we do stagger we believe it will be for a minimal amount of time, to account for fewer students during drop-off and pick-up.

5. Are you requiring masks?

At this point, we will continue to follow California, SCCOE, and Department of Public Health guidelines to meet the requirements for students, based on age range. The new California order requires all teachers, staff, and all students grade 3 and above to wear masks while at school, and we will require K-2 students to also wear masks while at school. While it may be challenging for our youngest students, teachers will encourage all students to wear masks in classrooms. We have worked extensively with our Health Task Force to devise the best safety measures to put in place for students.

6. Will students have to wear their masks all day without breaks?

We will build in opportunities for our students to have breaks throughout the day where they can remove their masks and socially distance outdoors, including during recess.

7. Will there be social distancing in TK-3 classrooms?

Yes. Our TK-3 classes are already small, and we have mapped each classroom to ensure that we have space for appropriate social distancing. We will also change the layout of these rooms, and use outdoor spaces, to provide more space between students.

8. Will students be able to opt into remote learning and can they change their minds?

We are sending new surveys to parents (in stages, beginning with K-1 students) to clarify their preference for remote or hybrid learning models. In order to ensure that we can continue to meet the needs of both remote and in-person learners, we will need families to remain in the model they choose in the next few weeks through the end of December 2020. If students need to be medically quarantined, they will be transitioned to 100% remote learning and may opt back in after their 14th day.

9. Will we provide child care for families of essential workers?

We hope our model will enable all families to plan and manage their work schedules. For families who are essential workers and unable to have their children at home during remote learning days, our goal is to offer on-site locations for their children to engage in remote learning. Parent responses to surveys will help us prepare this service.

10. Will you be able to provide devices for all students?

We have purchased additional devices so that we can support all learners at school and support those at home who do not have access to a device.

11. Will there be different teachers for remote learning?

We may have dedicated teachers for remote learning. That may depend on the number of students who need to stay with 100% remote learning all year long, and on the structure we create to help our teachers manage teaching and preparation time. This is one of the reasons why we need parent input about your preferences to make our plans more definite.

12. What other preparations are you making to protect health and safety?

- All surfaces and materials will be fully sanitized between different cohorts of students.
- Plexiglass stands for teachers to use in classrooms, and to use as dividers.
- Assigned seats for all students that strengthen social distancing.
- Designated pathways throughout the school to guide one-way walking patterns.
- Designated entry and exit points for all students during arrival and departure.
- Limiting the number of people on campus each day.
- Additional handwashing and sanitizing stations for use outside.
- Masks and additional PPE equipment available for all teachers and students. We have received hundreds of masks and other PPE from Santa Clara County Office of Education.
- New air filters will be installed in all classrooms by LASD before in-person classes begin.
- Protocols for frequent hand washing inside and outside classrooms (all classrooms will have access to a sink.)
- Expanded our cleaning schedule to ensure that all classrooms and surfaces are cleaned and sanitized daily.
- Consistently reviewing the latest county and state recommendations on Personal Protective Equipment (PPE) and other materials and procedures that will help protect students, families, teachers and staff.

13. What about houses, assemblies, trips, intersessions, co-curriculars, clubs, performances, etc.?

We are working hard to ensure that these opportunities and events are still part of your child's BCS experience, even though they may look a bit different. There is a task force dedicated to this work.

14. What happens if a student or teacher gets sick in a class?

We are preparing an isolation tent on each campus, so that if a student or teacher shows signs of illness, they can go there and be seen by the school nurse. If your child shows signs of illness, the nurse will call you, and we will need you to come get your child within an hour.

15. How will recess and lunch work?

There are several steps we will take to ensure that recess and lunch procedures are safe.

- We'll stagger lunch and recess times so that students can continue to maintain social distance during those periods.
- We will space students out at lunch tables.
- Families will not be able to drop lunches off at school.
- Students will be eating lunches in classrooms or designated outdoor spaces, so that cohorts remain separate.
- Each cohort will have designated spaces outside for recess.

16. Will Middle School students move from one classroom to another?

No. Teachers will rotate through different classrooms as needed.

17. Will students be sharing devices and supplies at school?

We are working to ensure that every student has their own device and their own supplies to use. We also know that students -- especially younger students -- like to share, so we will ensure that devices and supplies are cleaned and sanitized as necessary.

18. Will remote learning be synchronous or asynchronous?

Based on what we learned in the spring, remote learning will combine synchronous and asynchronous activities. Students will have opportunities to learn (remotely) with their classmates and in groups as well as have time to work on their own.

19. Will Kindergarten/TK classes (morning and afternoon) continue to share rooms?

All Kindergarten/TK classes will have their own designated classrooms so that morning and afternoon classes do not share the same space.

20. Am I able to volunteer in my child's classroom?

Based on SCCOE's guidelines, parent volunteers are not permitted in classrooms. We are working with the BBC to get creative in how we can still continue to utilize volunteers to support teachers across campuses.

In addition, here are a few questions and answers from our online town halls in August:

- **Why aren't my children in the same class as their friends?**
Over the summer, we've tried to balance a variety of issues in designing class placement and scheduling. As you can appreciate, the pandemic has made this much more challenging than usual. When we had to shift to 100% remote learning, many other factors had to be taken into account in order to create equitable class lists, and we expect class lists may change as we transition back to in-person learning. We know every BCS classroom will be a welcoming environment for all students.
- **How will extra-curriculars work?**
We know how important it is to continue sparking curiosity and creativity, especially in a time like this. After we take time to ensure that basic school activities and schedules are launched, we'll have more information about plans to continue extra-curricular activities.