

A scenic view of a coastal town with a bay, hills, and a rainbow in the sky. The foreground shows a green tree and a building with a red roof. The middle ground features a bay with boats and a town on a hill. The background shows a rainbow in the sky.

WILLOW CREEK ACADEMY

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# 2020-21 REOPENING HANDBOOK FOR FAMILIES

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EDITION 1: SEPTEMBER 09, 2020



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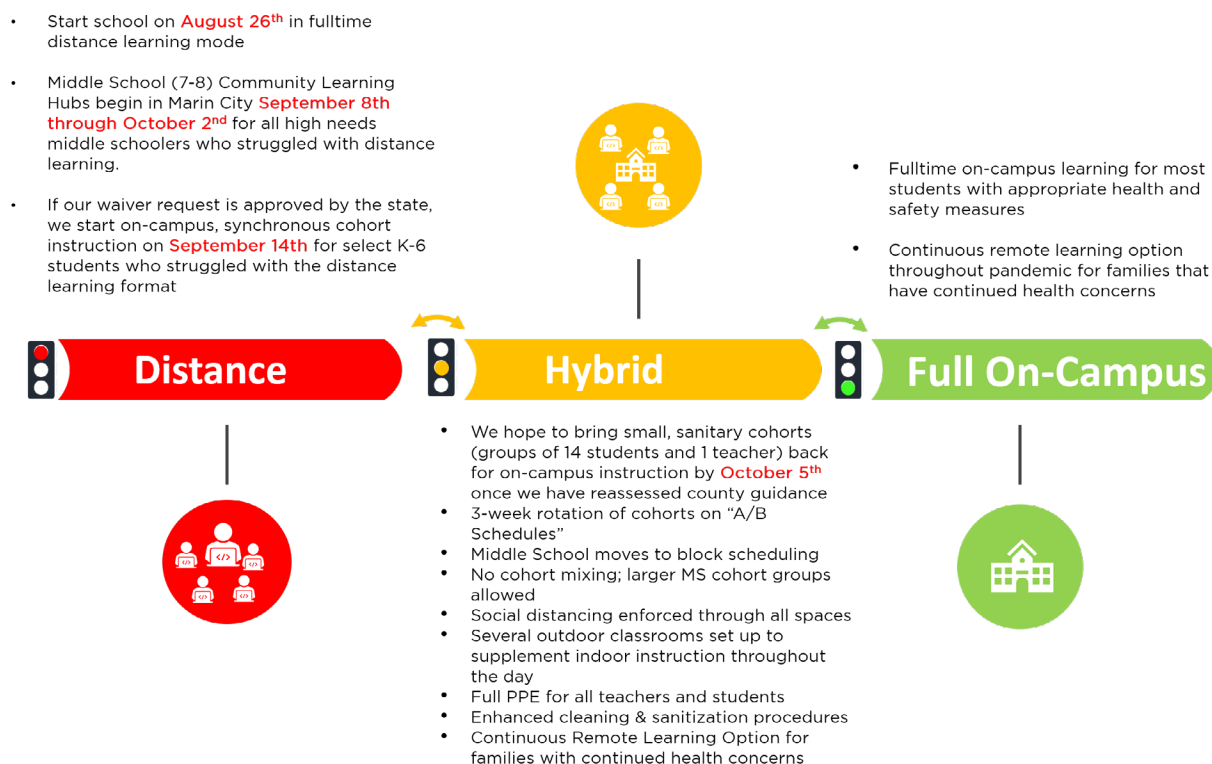


## Message from Ms. Cox

Welcome to the 2020-21 School Year! This year will be like no other; we are all experiencing the strain and uncertainty that accompanies this pandemic but we can still do all that's within our power to make this school year healthy, safe, and fun for all of our kids. Willow Creek Academy wants to empower you, our strong community of parents, guardians, and caregivers, to be the best student allies you can be. But we also want to ease some of the burdens that this new reality places on your shoulders. We hope this Family Reopening Handbook will help.

Our WCA team has crafted a reopening plan that takes the needs of students, parents and staff into consideration, while adapting to the changing guidance from the State and County health officials with whom we continue to meet regularly to ensure the safety of our whole community. This handbook highlights the most essential pieces of our reopening plan and consolidates them into a one-stop-shop for parents to use as a resource throughout the year, with useful links to school information and procedures, which will be updated with refreshed links throughout the year. If you cannot find the answer you're looking for in this guidebook or on our website, please reach out directly to your classroom teacher or a school administrator using our [staff directory](#).

The theme of this school year – for all of us -- is *adaptability*. And, to make sure we are fully prepared, we have created detailed plans that are designed to flex and pivot throughout the school year to accommodate the State and County’s changing restrictions, depending on the state of cases in Marin County.



Per county and state guidance, we have started the school year in the highest level of restriction which triggers our [Phase I Distance Learning mode](#). This mode involves virtual learning five days a week. Throughout Phase 1, we have set up in-person support and instruction opportunities for prioritized students who struggled with distance learning last Spring (see ‘Other Learning Options’ under the Return to School section of the handbook).

We hope to move into **Phase 2: Hybrid Learning** on **October 5<sup>th</sup>** once we have reassessed the County guidance and our own safety protocols. We will safely move into Phase 2 when the County shows it can stay in the Red Tier of California CDC’s [new color coding framework](#) for at least three weeks, and, as a school, we are ready to bring groups back onto campus using a three-week rotating “A/B” schedule.

**Phase 3: Full On-Campus Learning** will only occur when cases in our state and county go down dramatically and are maintained at safe levels. During all levels, we will provide options for both full Distance and Individualized Learning for those families with continued health concerns.

While we may not be open yet for “normal” instruction, we want everyone to know our school is open for any needs that our families or students may have. On the Reopening and COVID-19 page of our [website](#) you will find important information about reopening and resources on topics like safety, cleaning, learning, technology, student and parent resources, and infection prevention. As guidance changes, we’ll continue to update the Handbook and the links on our website.

Please know that our main focus right now is on our students and providing them the best educational experience we can given the constraints on ‘normal’ learning we all have to face. I want to thank you all for your continued support as we all navigate these changes. We are all in this together and your proactive support of our teachers, staff, and students has been invaluable.

A handwritten signature in black ink that reads "Emily Cox". The signature is fluid and cursive, with the first name "Emily" and the last name "Cox" clearly distinguishable.

Emily Cox  
Head of School  
Willow Creek Academy



# The 2020/2021 School Year

The year has started off in Phase 1: Distance Learning mode. We hope to move into Phase 2: Hybrid Learning mode by October 5th once we have reassessed the guidance and feel it's safe and prudent to do so. We have sought a [waiver](#) from the State to bring some elementary students on campus who struggled with remote learning last Spring. We are also supporting Community Learning Hubs in Marin City for WCA middle school kids that met the same challenges with online instruction (See Other Learning Options below). We will move into Phase 3: Full On-Campus Learning when permitted by the State and County health departments.

WCA is committed to providing a healthy, safe and fun learning experience for all our students throughout all phases of learning and we invite you to view our [Welcome Back Orientation](#) from opening day on August 25th.



# Return to School

## Start Date

August 26, 2020. Target Hybrid Instruction start date: October 5th, 2020.

## Schedules

- [Sample of Distance Learning Schedules K-8.](#)
- Example Hybrid Learning Schedules - we will update you when available.
- Example Full On Campus Schedules - we will update you when available.

## Other Learning Options

- On-campus instruction for small groups of 1st grade through 6th grade students who struggled with Distance Learning last Spring and received a 'No Mark'. These students will be participating in distance learning from WCA classrooms alongside their homeroom teachers. These small groups are expected to start on-campus the week of September 14th. Contact [Kristine Duran](#) for more information.
- Community Learning Hubs for Middle School students (7-8) have been set up via partners in Marin City for our kids who struggled with online

instruction last year and/or received a 'No Mark' last Spring. WCA has already reached out to these students to invite them into the Community Learning Hubs. These will continue until we are able to bring all grades back to campus. Contact [Maya Creedman](#) and/or [Lynette Egenlauf](#).

- Learning pods set up independently by parents for small sanitary cohorts to monitor Distance Learning. These are not administered or operated by WCA but must adhere to county guidelines for small cohorts including face masks, social distancing and clearing protocols.
- Continuous Distance Learning option for parents who do not feel safe having their students return to campus. Contact [Carrie Kostiner](#).

## **Special Education**

Case carriers/SPED and Site Administrator will review all students IEP goals

- Best options will be determined for delivery of instruction and support.
- Students will be supported in both a distance learning format and by providing some on-site services starting the week of September 14th.
- Each solution is based upon the individual student, his or her parent/guardian, and teacher(s), staff and site administrator review and plan.
- Contact the Assistant Head of School, Ms. Duran or Dr. Itoco Garcia, Director of Special Education Services, with questions ([see staff directory](#)).

## **Citizenship**

While remote learning can be challenging, we do expect our students to follow our digital citizenship requirements and hope that parents support our teachers in re-enforcing them.

- [Digital Citizenship](#) – students are expected to join their classes on time, stay engaged during instruction, use their instructional packets and the weekly schedules to complete their work in the included timeframes and understand how to contact their teachers.
- [Tech Code of Honor](#) - please be sure to review the WCA Tech Code of Honor with your student (grades 3-8).



# Instruction

## **Student Engagement**

- It's important all students join their classes on time, stay engaged during instruction, use their instructional packets (if provided) and the weekly schedules to complete their work in the included timeframes and understand how to contact their teachers.
- Parents should reach out to teachers for assistance if any issues arise.
- When we move to Hybrid Learning, students will be expected to arrive at their respective posts, whether on-campus or at home, on time and ready to learn.
- On-site students will be expected to follow WCA's social distancing, mask and hygiene requirements.
- See Digital Citizenship and Tech Code of Honor above.

## High Quality Instruction

- Distance Learning is when teachers and students are physically separate during instruction. Various technologies, instructional materials and activities will be used to facilitate learning.
- 'Synchronous learning' is defined as a group of students engaged in learning at the same time working either online or in a classroom.
- Live instruction occurs when there is two-way communication between teachers and student(s) during the school day.
- We have designated a minimum number of instructional hours daily and per week for both asynchronous and synchronous learning.

## Student Learning & Assessment

- Teachers will conduct diagnostic assessments to determine where each student is within their grade level.
- All students will receive a weekly instructional schedule that outlines when online instruction will take place and when students should be working on their own or in small groups.
- Students should use the [Clever portal](#) to access all of their resources at and families may access the [family portal](#).
- Students and parents should use **See Saw (K-3)** and **Google Classroom (4-8)** to track their progress and be clear on what needs to be turned in to complete weekly minutes. Log-in information is provided by classroom teachers.
- Teachers will communicate regularly with families about student progress and participation.
- State assessments may still happen this year. We will update you when we have more information.

## Classrooms

- Any classrooms being used for staff or student training purposes have been deep cleaned and reconfigured to provide a minimum of six feet between desks. Excess furniture has been removed or re-purposed for outdoor learning and training.

## **Remote Instruction Attendance Policy**

- As required by the State, attendance and participation/engagement will be tracked on a daily and weekly basis.
- Please refer to the [WCA Remote Instruction Attendance Procedures](#) for more detailed information.

## **Support & Accommodations**

- Teachers will be students' first point of contact for special needs.
- Parents should contact the site Assistant Head of School (Ms. Duran at [kduran@willowcreekacademy.org](mailto:kduran@willowcreekacademy.org)) with any questions or needs they have.



# Learning Management

- Technology – All K-8 students who request one directly from the school will have access to a Chromebook.
- Marin City Public Library will provide hotspot Wi-Fi devices for families in need who **currently do not have any Internet service**. Please reach out directly to Diana Lopez at [DDLopez@marincounty.org](mailto:DDLopez@marincounty.org).
- Only WCA equipment will be supported.
- Teachers will check in with students daily and monitor whether access is an issue and provide options as needed.
- Other Technology Platforms
  - ◊ All programs and Zoom links are accessible from [Clever](#). Classroom teachers have provided passwords and login information to all students.
  - ◊ Connect with Ms. Aleshia if you need assistance with password/log-in information.
  - ◊ Google Classroom will be used for classwork.
  - ◊ Zoom will be used for live instruction.
  - ◊ Paper packets will be used temporarily for students without devices or internet.



# Health, Safety & Sanitization

## Family Checklists for Returning to School

Please use the link to access the Family [Checklists](#) for Returning to School.

### Safety

Families are required to screen their own children prior to them arriving at school.

- More information on [screening](#).

WCA will have:

- Reusable water bottles for all students.
- Hand sanitizer stations.
- Sinks in every classroom.

More information on [Hand Washing/Sanitization](#).

Outdoor Learning areas will be used whenever possible.

## **Personal Protective Equipment**

- Masks will be required for all staff and students when on campus. The County may change these restrictions but WCA may elect to stay with the more stringent restrictions as it sees fit.
- Teachers will also be provided with face shields in addition to masks as requested.
- WCA will provide staff and students with disposable and washable masks (if they forget their own masks). Proper use and disposal practices will be shared with students and staff.
- Proper handwashing techniques and covering coughs will be taught and enforced.
- More information about mask [requirements](#).

## **Classroom Capacity**

- Any classrooms being used have been reconfigured to provide a minimum of six feet between desks and extra furniture, including cloth furniture, has been removed.
- Outdoor classrooms are set up across campus to facilitate outdoor instruction wherever possible.
- Classrooms will be set up for optimal ventilation and air flow (open windows and doors for most of the day) and have each been equipped with air purifiers.
- Snacks and lunch will be held outdoors whenever possible.
- Handwashing stations are set up inside each classroom and are located outside classrooms at key entry points.

## **Social Distancing**

- Staff will abide by social distancing requirements and will be trained to remind students to do the same, with consequences for not adhering to the requirements.
- The campus will be zoned according to cohort areas to maintain distance between pods of kids.
- Directional flow signage will be placed throughout walkways and queuing areas.
- Bathrooms will be restricted to cohorts and will be monitored to reduce capacity.

- This includes following current mask, hygiene and social distancing rules.
- More information on [Social Distancing](#).

## Cleaning

- Cleaning, disinfecting and sanitizing protocols have been implemented for cleaning classrooms, restrooms and office spaces daily.
- All facilities are disinfected daily utilizing dedicated disinfecting equipment, including classrooms, restrooms, and playgrounds.

## Monitoring/Screening

- Before coming to school, parents/guardians are asked to screen students for the following symptoms:
  - ◊ Temperature 100.4 degrees Fahrenheit or higher when taken by mouth.
  - ◊ Sore throat.
  - ◊ New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
  - ◊ Diarrhea, vomiting, or abdominal pain.
  - ◊ New onset of severe headache, especially with a fever.
  - ◊ More information on [symptom screening](#).
- Students will be escorted to their classroom.
- All staff are asked to do a [symptom screening](#) before entering campus.
- Anyone who believes they have been exposed must get tested and [quarantine for 14 days](#).
- Staff and students may not return to school until they are symptom/fever free for 48 hours without medication following the 14-day quarantine.

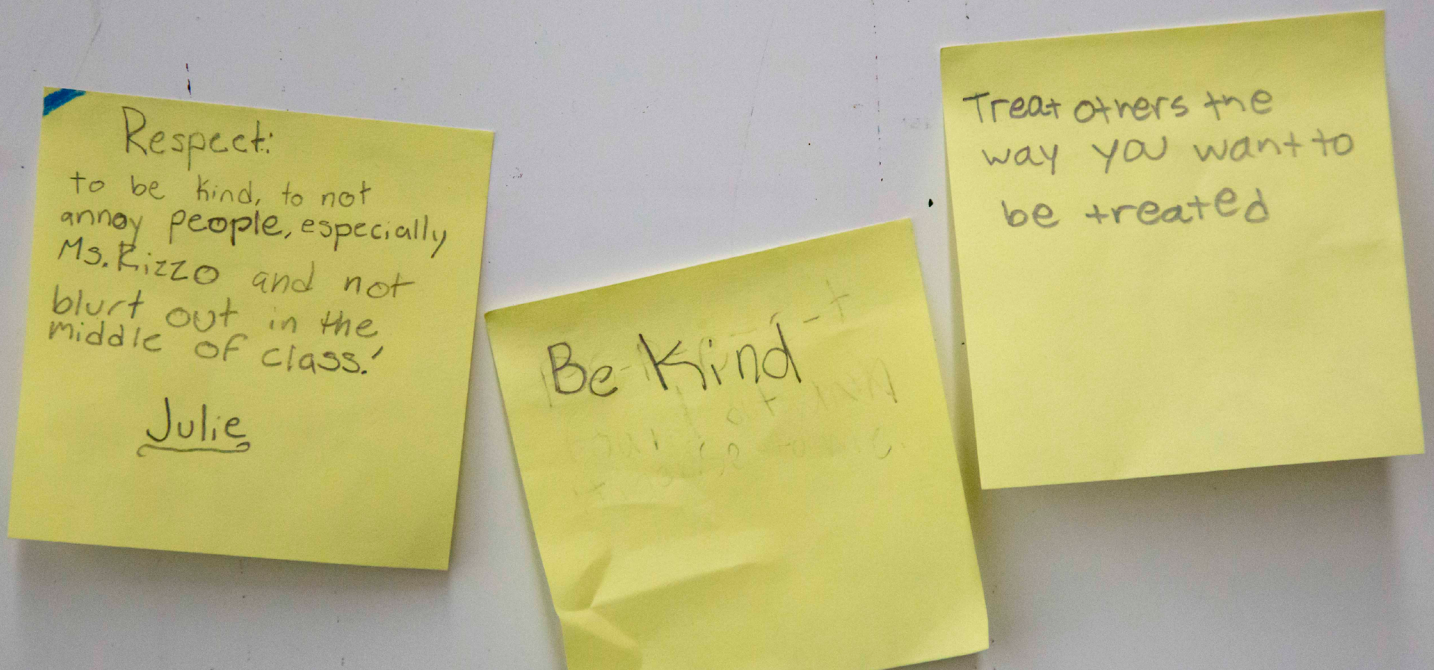
## Infection Procedures

- WCA will follow the CA Dept of Health [directives](#) for any possible infections/exposures.
- Anyone with symptoms or testing positive will be screened and the District will begin contact tracing and notification.
- Those exhibiting symptoms must be tested and [quarantine for 14 days](#) if positive.

- Those exposed will be asked to quarantine for 14 days.
- Locations they visited will be [decontaminated](#).
- School nurses and other health professionals have completed contact tracing training.
- WCA will report all cases to the County Health Department – more information on [reporting](#).
- Staff and students must complete the 14-day quarantine AND be symptom free for 48 hours without medication before they may return to school.
- More information on [exposure, screening and quarantining](#).

## Visitors

- Visitors to campus will be restricted and must have a scheduled appointment.
  - ◊ Contact your teacher or Ms. Aleisha to make appointments using the [staff directory](#).
- [Masks](#) will be required for all visitors when on campus in any capacity -- outdoors and indoors.



# Wellness

## Social/Emotional Health

- Please refer to the Social and Emotional Health section of the [WCA Covid-19 Resources Page](#) which includes a running list of family, staff and student social / emotional wellness links and resources.

## School-Based Mental Health Services

- WCA has a Bay Area Community Health Care (BARC) school counselor. If you wish to sign your child up for counseling services, please reach out directly to your child's teacher or to our counselor, Ms. Christina Peterson ([see school directory](#)).



# Transportation/School Drop Off/Pick-Up

## Drop off/Pick Up Procedures

- Because of different learning plans, drop off/pick up locations may be subject to change. WCA will share specific locations for cohort entry points for parents prior to students returning to campus. We will have directional signage posted on-campus.
- WCA does not provide bus transportation, but Marin Transit operates a special shuttle to school from Marin City each day. Families living in Sausalito or outside the district must provide their own transportation to and from school. [Youth Passes](#) are available free for eligible Marin County students for transportation on Marin Transit. Ask Miss Alesha if you need more help obtaining a Marin Transit bus pass for your child.
- Wherever possible, we encourage students and families to walk, scoot, or ride their bikes to campus when they are able to do so.



# Nutrition

## On-Site

- Fresh, organic, non-GMO meals are prepared daily by Chef G. and his team through Conscious Kitchens.
  - ◊ Grab n' Go available on campus M-F from 11:00 - 1:30.
  - ◊ Meal delivery may be made to classrooms when students return to school.
  - ◊ Outdoor dining will be encouraged with social distancing and enhanced clearing procedures.

## Food Prep and Sanitation

- All nutritional staff will follow the same guidelines outlined above and wear appropriate PPE equipment throughout the day.
- Staff are screened daily.
- Stringent kitchen cleaning and sanitization procedures have been put in place.

# Get Help

- [WCA Website](#)
- [Staff Directory](#)

## Ideas and Concerns about the Reopening? Contact Us

- Contact us with your ideas, questions and concerns related to the reopening on our [Ideas/Concerns Board](#).

## For More Information

- [WCA School Site Safety Plan](#)
- [California Department of Health](#)
- [Center for Disease Control](#)
- Family [Checklists](#) for Returning to School
- [Cleaning and Disinfecting Households](#)
- Social Distancing [Guidelines](#) for Schools
- [Resources for Opening Safe Schools](#)