2020-21 PARENT AND GUARDIAN HANDBOOK

VANCOUVER PUBLIC SCHOOLS
VPS

A guide to meeting the challenges of COVID-19

A MESSAGE FROM SUPERINTENDENT STEVE WEBB

Dear parents and guardians,

Without question, the public health crisis caused by the COVID-19 virus has disrupted many aspects of our lives, including the operation of our schools. Remote learning has been a very difficult challenge for families and educators, not only in Vancouver Public Schools but across the U.S.

Based on your feedback from last spring, we have made significant improvements to remote learning for the start of the 2020-21 school year. We have streamlined technology; created a more structured daily/weekly schedule; built more academic rigor into our curriculum and instruction; and provided additional training, resources and support for teachers and families.

We all want a fast return to in-person school on our campuses, but it must happen when the state and local departments of health indicate that it can be done in a way that protects the health of our students, employees and families. VPS is working hard to ensure the safety precautions that are necessary for bringing people back into our schools.

Meanwhile, I want to assure you that we are here to help all children and families succeed during this unprecedented time. While ensuring accountability for teaching and learning, we're committed to meeting your needs and being as flexible as we can. This handbook along with our district and school websites are intended to be helpful tools.

Please know that the VPS school board, leadership team and all of our educators and staff appreciate the extraordinary efforts of parents and guardians as our partners in education. Especially in a national crisis, none of us can do this work alone. We are profoundly grateful for your collaboration and support.

Sincerely,

Steven T. Webb, Ed.D.
Superintendent

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REMOTE LEARNING

The guidance below can help us all make the best of new and sometimes unfamiliar remote learning environments. We need your help to ensure your child finds ways to make online learning work for them while also prioritizing their health, safety and wellness. For most, this will mean:

Establishing routines and expectations

It is important to develop good habits from the start. Create a flexible routine and talk about how it's working over time. Chunk the day into predictable segments. Help your child get up, get dressed and ready to learn at a reasonable time. Keep normal bedtime routines, including rules for digital devices. Adjust schedules to meet everyone's needs, but don't default to your child staying up late and sleeping in.

Choose a good place to learn

Your family's regular learning space for occasional homework might not work for extended periods. Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety.

Stay in touch

Teachers will communicate regularly through online platforms and virtual learning environments. Stay in contact with classroom teachers, the principal and counselors. If you have concerns, let the teacher or principal know.

REMOTE LEARNING

Help your child own their learning

No one expects parents or guardians to be fulltime teachers. Provide support and encouragement, and expect your child to do his/her part. Struggling is allowed. Becoming independent takes practice. At school, your child usually engages with other students and adults hundreds of times each day. Many of these social interactions will continue, but they will be different.

Begin and end the day by checking-in

In the morning, you might ask your child:
*   What classes/subjects do you have today?
*   Do you have any tests or quizzes?
*   How will you spend your time?
*   What resources do you need?
*   What can I do to help?

At the end of the day, you might ask your child:
*   How far did you get in your school work today?
*   What did you discover? What was hard?
*   What could we do to make tomorrow better?

These brief grounding conversations matter. Talking with your child about instructions received from teachers them organize and set priorities. These check-in routines can help avoid later challenges and disappointments. Routines help develop self-management and ownership essential skills for life.

Establish time for quiet and reflection

For families with children of different ages and parents who also may be working from home, it's good to build in time for peace and quiet. Siblings may need to work in different rooms to avoid distraction. Headphones, if available, can help. Many families may need to juggle Wi-Fi bandwidth and schedules throughout the day. If your child needs a low stress learning day, remember that reading is fundamental.

REMOTE LEARNING
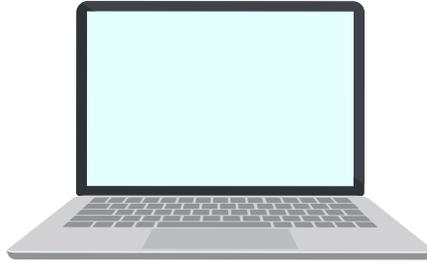
Encourage physical activity and exercise

At times, we all need to let off steam. Activity is vital to health, well-being and readiness for learning. It's a great opportunity to exercise with digital workouts and online instructors. Set new fitness goals and plan hands-on, life-ready activities that keep hands busy, feet moving and minds engaged.

Manage stress and make the most of an unusual situation

We are going through a time of major upheaval to our normal routines and ways of life, and a great deal of anxiety is evident in the world right now. Children benefit when they get age-appropriate factual information and ongoing reassurance from trusted adults. We have put in place layers of support for VPS students, so please don't hesitate to contact your child's teacher, principal or counselor if your child needs assistance.

Monitor time on-screen and online

Remote learning does not mean looking at computer screens seven hours a day. Teachers build in a variety of activities, which requires finding the balance between online and offline learning experiences. Work with your child to find ways to prevent downtime from becoming too much screen time.

Connect safely with friends, and be kind

Help your child maintain contact with friends through technology, but monitor online social interactions. Remind your child to be polite, respectful and appropriate and to follow school guidelines in interactions with others. Report unkindness and other problems so that everyone maintains healthy relationships and positive interactions.

PREPARING FOR SCHOOL

REMOTE LEARNING

For technical problems, students and families can visit the remote learning support website, email student.support@vansd.org or call 360-313-5400.

Chromebooks

High School Chromebooks will be checked out to incoming Freshmen and new students on selected dates before September 1. Prior to checkout, families will complete a digital Responsible Use Policy (RUP) agreement using Skyward Family Access. Returning high school students will continue to use the Chromebook issued to them and complete the RUP.

iPads

Newly enrolled elementary and middle school students will check out their iPads before September 1. Before checkout, families will complete a digital Responsible Use Policy agreement using Skyward Family Access. Returning students will continue to use their issued iPad and complete the RUP.

Wi-Fi

A sustained, reliable Wi-Fi connection is a necessity for remote learning. Contact your school or the district HelpDesk to receive a Wi-Fi hotspot.

Technology Support

To support technology needs, family support stations (K-12 technology support at middle schools and high schools) will be established at district middle and high schools. Families will be asked to call the HelpDesk 360-313-5400 to talk to a technology support person. If the problem cannot be addressed over the phone, the HelpDesk will schedule a date, time and school for additional support.

ATTENDANCE

Expectations

Teachers are expected to record student attendance for every instructional day.

Students will participate in learning activities daily. A student is considered in attendance when one or more of these conditions are present daily:

- The student has logged into Canvas, accessible through ClassLink;
- The student has interacted with the teacher (e.g., via Zoom, text messages, emails, phone calls); or
- The student has participated in a task or assignment.

Parents are expected to contact the school to excuse an absence by calling the school attendance line, entering the absence in Family Access or sending an email to your child's school.

Parents and students can monitor attendance in Family Access (Skyward).

Transitions and breaks
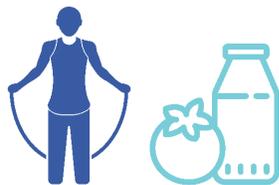
Although the school day will not mirror the traditional in-person school day, time will be provided for students to take mental breaks, engage in physical activity and eat lunch.

Teacher office hours

Teachers will have time in their schedule available each week for students to signup for additional educational guidance and support. Counselors and principals also will be available by appointment to support students.

Canvas

Throughout VPS, the Canvas learning management system will serve as the framework for teaching, learning and support, whether students are meeting online or in classrooms. The district and teacher-designed landing pages will have a uniform look across grade levels. Logging into Canvas will provide access to all the information needed for you and your child to stay organized and on track.

For students
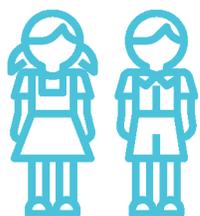
Students will access their accounts to Canvas through the ClassLink application. The initial login will require typing in the student's usernames and passwords. Students with iPads also will be able to access Canvas using the Canvas Student application. Students will see all of their courses and a landing page of weekly directions in the Canvas system.

For parents and guardians

Families will need to follow the setup instructions provided by their child's school or found in the ClassLink launchpad. After the "Parent Observer" account is established for one or more students, parents and guardians will be able to see the student landing page and the week's work. Parents using the Canvas Parent app will have a slightly different view of a "to do" list.

Highlights of Canvas

- Assignments, resources, materials and assessments are in one place with a single login.

- Teachers can create and share videos and other resources for students to access on their own time.

- Teachers can provide online written, audio or video comments and support for work in progress and for completed assignments.

- It is easy to gather the data via in-class and benchmark assessments.

- SpeedGrader helps teachers provide rich, targeted feedback with annotations, use a rubric for scoring and give individual scores on learning outcomes. Teachers also can use a camera/webcam to provide video feedback to students.

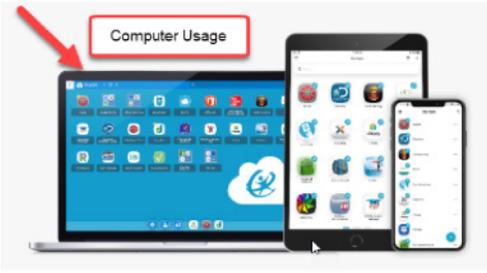- Canvas is accessible online or through the district's Canvas mobile app.

Seesaw

For students in kindergarten through fifth grade, teachers can use the engaging digital portfolio system called Seesaw. Seesaw is a platform that creates a learning loop among students, teachers and families. Students can post using photos, videos, drawings, text, PDFs and links. Teachers can post directly to the student journal, send announcements to families and students and assign activities to students. It's simple to collect a student's work in one place and share with families. Nothing is shared without teacher approval.

ClassLink

ClassLink is the district Single Sign-On (SSO) that students and staff will use to access digital curriculum/resource sites that are SSO capable. ClassLink eliminates the need for a user to remember multiple usernames and passwords.

Students will access Canvas and Seesaw through ClassLink along with approved district programs, all on one dashboard. Parents are encouraged to create accounts using the information found on the district website (ClassLink button). ClassLink will serve as your child's homebase for education. ClassLink can be accessed from either a computer or a mobile device. Please follow the directions below to see how students access ClassLink.

Here is how to help get your child started on a <u>computer</u>:
 	
1. Go to this website: https://launchpad.classlink.com/vps
 	
2. Click the **Sign in with Google button**:
    Username: ID@student.vansd.org
    Password: 8 Digit birthday (00/00/0000)
	Here is how to help get your child started on a <u>mobile device</u>:
	
	1. ClassLink App will be loaded to each iPad
	
	2. Click the **ClassLink** button
	
	3. Click the **Sign in with Google button**:
	    Username: ID@student.vansd.org
	    Password: 8 Digit birthday (00/00/0000)

SPECIAL EDUCATION

We recognize that some students may need more intensive support during remote learning. Your child's special education teacher or speech pathologist will contact you to schedule an IEP meeting. Please discuss how things went last spring – what went well and what needs to be changed – and your team will discuss how to meet your student's goals this fall.

IEPs

IEP meetings will be held via Zoom or in person, depending upon the parent's choice and the Washington Department of Health's guidance. Meetings will be set up to accommodate parent's schedules as much as possible.

Annual IEP meetings will continue on schedule and, initial and triennial evaluations also will be completed on time with one possible exception. If an in-person evaluation cannot be completed while following safety guidelines, the team will meet to discuss options.

Free and appropriate public education

Although specially designed instruction may be different, the minutes listed on the IEP must be fulfilled, including support from related service providers. If meeting this requirement is not possible due to remote learning, the IEP will be amended to reflect the changes.

Special education staff and paraeducator support

During remote learning, special education teachers and related service providers will meet all of the required minutes listed on the IEP (or amendment) through a combination of live instruction (via remote learning options), online meetings with families and students, interventions and regular check-ins with students to ensure that they are completing and submitting assignments on time.

Paraeducators will be involved directly with the classroom through Zoom or other online platforms and will support students' access to instruction.

SPECIAL EDUCATION
(continued)

Additional PPE considerations
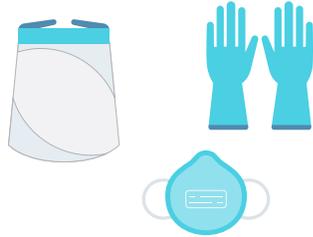
Upon returning to campus, some classroom conditions may require additional personal protective equipment for staff. All teachers and paraeducators will be provided with protective gear based on need, including scrubs, face shields, masks and gloves.

Transportation

When students return to school, some time will be needed to route students accordingly and prepare safety protocols student transportation.

Special education staff members are working with the transportation department to make sure this process is smooth and safe!

ATHLETICS / CO-CURRICULAR

Vancouver Public Schools supports the safe return of athletics and competitive sports for our community, families and staff. VPS, following guidance from the Centers for Disease Control, Washington State Department of Health and the Washington Interscholastic Activities Association (WIAA), has elected to postpone the beginning of sports at all levels in our schools.

High school

In alignment with other Clark County and Greater St Helen's League (GSHL) schools, VPS will follow the WIAA calendar below:

WIAA Season 2 (traditional winter sport season)

Start date   Monday, December 28, 2020
Sports offered: Boys Basketball, Girls Basketball, Bowling, Boys Swim, Gymnastics, Boys Wrestling, Girls Wrestling, Sideline Cheer

WIAA Season 3 (traditional fall sport season)

Start date (football ONLY): Monday, February 17, 2021
Start date (all others):   Monday, March 1, 2021
Sports offered: Girls Soccer, Girls Swim, Volleyball, Boys Cross Country, Girls Cross Country, Slowpitch Softball, Sideline and Competitive Cheer, Boys Golf, Boys Tennis, Football

WIAA Season 4 (traditional spring sport season)

Start date: Monday, April 26, 2021
Sports offered: Girls Tennis, Girls Golf, Boys Soccer, Boys Track, Girls Track, Baseball, Fastpitch Softball, Dance/Drill

All seasons have been condensed to 7 weeks with a modified playoff schedule still to be determined.

Middle school

VPS is working to align our middle school athletics program with the changes made to the WIAA high school calendar.

Elementary school

Elementary sports are tentatively planned to begin in January 2021.
We understand the impact this decision has on our athletes, families and coaches, and we are hopeful for the return of athletics at all levels this school year. Athletics are an extension of the classroom, and our goal is to get our students back out on the court, in the gym or on the field. As information is changing fequently, we will continue to communicate changes to our staff, athletes and families.

ATHLETICS / CO-CURRICULAR

Co-curricular

The Office of the Superintendent of Public Instruction has recommended the following actions:

- Cancel in-person events such as field trips, student assemblies, special performances, schoolwide parent meetings and other large gatherings.

- Suspend or significantly modify activities considered high risk such as choir or other classes or activities that require students to remove face coverings.

- Limit visitors, including volunteers and guest speakers.

- Keep students outside more, as weather and space permit.*
    *School dependent considering facility and practicality.

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

Elementary (Grades K—5)

While schedules may vary slightly by school or grade, overall instructional time is consistent.

	MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY
8:30 - 9:00 AM	**Attendance** **Announcements** **Community Building**	**Attendance** **Announcements** **Community Building**
9:00 - 10:00 AM	**Core Content: Reading, Writing, and Math (Whole Group and Small Group Learning on Zoom)**	**Core Content: Reading, Writing, and Math (Whole Group and Small Group Learning on Zoom)**
10:00 - 10:15 AM	**Brain Break**	**Teachers are available online to support student learning, parent communication, and intervention support**
10:15 - 11:15 AM	**Core Content: Reading, Writing, and Math (Whole Group and Small Group Learning on Zoom)**	
11:15 - 11:45 AM	**Lunch**	**Lunch**
11:45 AM - 12:45 PM	**Recess**	**Recess**
12:45 - 1:45 PM	**Additional Core Content/Differentiated Support**	**Teachers are available online to support student learning, parent communication, and intervention support**
1:45 - 2:15 PM	**Fitness/Arts**	**Fitness/Arts**
2:15-2:50 PM	**Teachers are available to support student learning and parent communication**	**PLCs and parent communication**

*Special Ed Statement: IEP services will be determined by building IEP teams and delivered and monitored by a certified special education teacher through remote and online instruction/activities throughout the school day.

*EL/LAP Services: EL/LAP services will be determined by building teams and delivered and monitored by a certified teacher through remote and online instruction/activities throughout the school day.

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

Lincoln and Minnehaha Elementary (Grades K—5)

While schedules may vary slightly by school or grade, overall instructional time is consistent.

	MONDAY, TUESDAY, THURSDAY, FRIDAY	WEDNESDAY
9:10 - 9:40 AM	**Attendance** **Announcements** **Community Building**	**Attendance** **Announcements** **Community Building**
9:40 - 10:40 AM	**Core Content: Reading, Writing, and Math (Whole Group and Small Group Learning on Zoom)**	**Core Content: Reading, Writing, and Math (Whole Group and Small Group Learning on Zoom)**
10:40 - 10:55 AM	**Brain Break**	**Teachers are available online to support student learning, parent communication, and intervention support**
10:55 - 11:55 AM	**Core Content: Reading, Writing, and Math (Whole Group and Small Group Learning on Zoom)**	
11:55 AM - 12:25 PM	**Lunch**	**Lunch**
12:25 - 1:25 PM	**Recess**	**Recess**
1:25 - 2:25 PM	**Additional Core Content/Differentiated Support**	**Teachers are available online to support student learning, parent communication, and intervention support**
2:25 - 2:55 PM	**Fitness/Arts**	**Fitness/Arts**
2:55 - 3:30 PM	**Teachers are available to support student learning and parent communication**	**PLCs and parent communication**

*Special Ed Statement: IEP services will be determined by building IEP teams and delivered and monitored by a certified special education teacher through remote and online instruction/activities throughout the school day.

*EL/LAP Services: EL/LAP services will be determined by building teams and delivered and monitored by a certified teacher through remote and online instruction/activities throughout the school day.

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

Jason Lee, Thomas Jefferson, and Discovery Middle Schools

MONDAY and THURSDAY PERIODS 1, 3, 5, and 7	WEDNESDAY INDIVIDUAL/SMALL GROUP TIME FOR EACH CLASS	TUESDAY and FRIDAY PERIODS 2, 4, 6, and 8
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:00 - 10:00 AM**	**Period 1: 9:00 - 9:30 AM** **Period 2: 9:30 - 10:00 AM** **Period 3: 10:00 - 10:30 AM** **Period 4: 10:30 - 11:00 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:00 - 10:00 AM**
Period 1 **10:00 - 10:50 AM**		**Period 2** **10:00 - 10:50 AM**
Transition **10:50 - 11:00 AM**	**Transition** **11:00 - 11:15 AM**	**Transition** **10:50 - 11:00 AM**
Lunch **11:00 - 11:30 AM**	**Lunch** **11:15 - 11:45 AM**	**Lunch** **11:00 - 11:30 AM**
Independent Work **11:30 AM - 12:00 PM**	**Independent Work** **11:45 AM - 12:30 PM**	**Independent Work** **11:30 AM - 12:00 PM**
Period 3 **12:00 - 12:50 PM**	**Period 5: 12:30 - 1:00 PM** **Period 6: 1:00 - 1:30 PM** **Period 7: 1:30 - 2:00 PM** **Period 8: 2:00 - 2:30 PM**	**Period 4** **12:00 - 12:50 PM**
Transition **12:50 - 1:00 PM**		**Transition** **12:50 - 1:00 PM**
Period 5 **1:00 - 1:50 PM**		**Period 6** **1:00 - 1:50 PM**
Transition **1:50 - 2:00 PM**		**Transition** **1:50 - 2:00 PM**
Period 7 **2:00 - 2:50 PM**		**Period 8** **2:00 - 2:50 PM**
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **2:50 - 3:30 PM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **2:30 - 3:30 PM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **2:50 - 3:30 PM**

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

Alki and Gaiser Middle Schools

MONDAY and THURSDAY PERIODS 1, 3, 5, and 7	WEDNESDAY INDIVIDUAL/SMALL GROUP TIME FOR EACH CLASS	TUESDAY and FRIDAY PERIODS 2, 4, and 6
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:00 - 10:00 AM**	**Period 1: 9:00 - 9:30 AM** **Period 2: 9:30 - 10:00 AM** **Period 3: 10:00 - 10:30 AM** **Period 4: 10:30 - 11:00 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:00 - 10:00 AM**
Period 1 **10:00 - 10:50 AM**		**Period 2** **10:00 - 11:10 AM**
Transition **10:50 - 11:00 AM**	**Transition** **11:00 - 11:15 AM**	
Lunch **11:00 - 11:30 AM**	**Lunch** **11:15 - 11:45 AM**	**Lunch** **11:10 - 11:40 AM**
Independent Work **11:30 AM - 12:00 PM**	**Independent Work** **11:45 AM - 12:30 PM**	**Independent Work** **11:40 AM - 12:10 PM**
Period 3 **12:00 - 12:50 PM**		**Period 4** **12:10 - 1:15 PM**
Transition **12:50 - 1:00 PM**	**Period 5: 12:30 - 1:00 PM** **Period 6: 1:00 - 1:30 PM** **Period 7: 1:30 - 2:00 PM**	**Independent Work** **1:15 - 1:45 PM**
Period 5 **1:00 - 1:50 PM**		**Period 6** **1:45 - 2:50 PM**
Transition **1:50 - 2:00 PM**		
Period 7 **2:00 - 2:50 PM**		
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **2:50 - 3:30 PM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **2:00 - 3:30 PM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **2:50 - 3:30 PM**

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

McLoughlin Middle School

MONDAY and THURSDAY PERIODS 1, 3, 5, 7, and 9	WEDNESDAY INDIVIDUAL/SMALL GROUP TIME FOR EACH CLASS	TUESDAY and FRIDAY PERIODS 2, 4, 6, 8, and 10
• Family Contact Time • Independent Student Work • Office Hours 9:00 - 10:00 AM	Period 1: 9:00 - 9:30 AM Period 2: 9:30 - 10:00 AM Period 3: 10:00 - 10:30 AM Period 4: 10:30 - 11:00 AM	• Family Contact Time • Independent Student Work • Office Hours 9:00 - 10:00 AM
Period 1 10:00 - 10:40 AM	Transition 11:00 - 11:15 AM	Period 2 10:00 - 10:40 AM
Independent Work 10:40 - 10:55 AM	Lunch 11:15 - 11:45 AM	Independent Work 10:40 - 10:55 AM
Period 3 10:55 - 11:35 AM	Transition 11:45 AM - 12:00 PM	Period 4 10:55 - 11:35 AM
Transition 11:35 - 11:45 AM	Period 5: 12:00 - 12:30 PM Period 6: 12:30 - 1:00 PM Period 7: 1:00 - 1:30 PM Period 8: 1:30 - 2:00 PM Period 9: 2:00 - 2:30 PM Period 10: 2:30 - 3:00 PM	Transition 11:35 - 11:45 AM
Lunch 11:45 AM - 12:15 PM		Lunch 11:45 AM - 12:15 PM
Transition 12:15 - 12:20 PM		Transition 12:15 - 12:20 PM
Period 5 12:20 - 1:00 PM		Period 6 12:20 - 1:00 PM
Independent Work 1:00 - 1:15 PM		Independent Work 1:00 - 1:15 PM
Period 7 1:15 - 1:55 PM		Period 8 1:15 - 1:55 PM
Independent Work 1:55 - 2:10 PM		Independent Work 1:55 - 2:10 PM
Period 9 2:10 - 2:50 PM		Period 10 2:10 - 2:50 PM
• Family Contact Time • Independent Student Work • Office Hours 2:50 - 3:30 PM	• Family Contact Time • Independent Student Work • Office Hours 3:00 - 3:30 PM	• Family Contact Time • Independent Student Work • Office Hours 2:50 - 3:30 PM

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

Skyview, Columbia River, Fort Vancouver, and Hudson's Bay High School

MONDAY and THURSDAY PERIODS 1, 3, 5, and 7	WEDNESDAY INDIVIDUAL/SMALL GROUP TIME FOR EACH CLASS	TUESDAY and FRIDAY PERIODS 2, 4, 6, and 0
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **7:30 - 8:35 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **7:30 - 9:00 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **7:30 - 8:35 AM**
Period 1 **8:35 - 10:00 AM**	**Period 1: 9:00 - 9:30 AM** **Period 2: 9:30 - 10:00 AM** **Period 3: 10:00 - 10:30 AM** **Independent Work** **10:30 - 11:00 AM**	**Period 2** **8:35 - 10:00 AM**
Independent Work **10:00 - 10:15 AM**	**Lunch** **11:00 - 11:30 AM**	**Independent Work** **10:00 - 10:15 AM**
Period 3 **10:15 - 11:40 AM**	**Independent Work** **11:30 AM - 12:00 PM**	**Period 4** **10:15 - 11:40 AM**
Lunch **11:40 AM - 12:10 PM**	**Period 4: 12:00 - 12:30 PM** **Period 5: 12:30 - 1:00 PM** **Period 6: 1:00 - 1:30 PM** • **Family Contact Time** • **Independent Student Work** • **Office Hours** **1:30 - 2:05 PM**	**Lunch** **11:40 AM - 12:10 PM**
Independent Work **12:10 - 12:40 PM**		**Independent Work** **12:10 - 12:40 PM**
Period 5 **12:40 - 2:05 PM**		**Period 6** **12:40 - 2:05 PM**
Period 7 **2:05 - 3:30 PM**	**Period 0/7** **1:30 - 2:00 PM**	**Period 0** **2:05 - 3:30 PM**

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

iTech and VSAA

MONDAY and THURSDAY PERIODS 1, 3, 5, and 7	WEDNESDAY INDIVIDUAL/SMALL GROUP TIME FOR EACH CLASS	TUESDAY and FRIDAY PERIODS 2, 4, 6, and 8
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:35 - 10:00 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:35 - 10:00 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:35 - 10:00 AM**
Period 1 **10:00 - 11:05 AM**	**Period 1: 10:00 - 10:30 AM** **Period 2: 10:30 - 11:00 AM**	**Period 2** **10:00 - 11:05 AM**
Transition **11:05 - 11:10 AM**	**Transition** **11:00 - 11:15 AM**	**Transition** **11:05 - 11:10 AM**
Period 3 **11:10 AM - 12:15 PM**	**Lunch** **11:15 - 11:45 AM**	**Period 4** **11:10 AM - 12:15 PM**
Lunch **12:20 - 12:50 PM**	**Transition** **11:45 AM - 12:00 PM**	**Lunch** **12:20 - 12:50 PM**
Period 5 **12:55 - 2:05 PM**	**Period 3: 12:00 - 12:30 PM** **Period 4: 12:30 - 1:00 PM** **Period 5: 1:00 - 1:30 PM** **Period 6: 1:30 - 2:00 PM** **Period 7: 2:00 - 2:30 PM** **Period 8: 2:30 - 3:00 PM**	**Period 6** **12:55 - 2:05 PM**
Transition **2:05 - 2:10 PM**		**Transition** **2:05 - 2:10 PM**
Period 7 **2:10 - 3:15 PM**		**Period 8** **2:10 - 3:15 PM**
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **3:15 - 4:05 PM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **3:00 - 4:05 PM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **3:15 - 4:05 PM**

SCHOOL DAY STRUCTURE
REMOTE LEARNING
SCHEDULE

Vancouver Flex Academy

| MONDAY and THURSDAY PERIODS 1, 3, 5, and 7	WEDNESDAY INDIVIDUAL/SMALL GROUP TIME FOR EACH CLASS	TUESDAY and FRIDAY PERIODS 2, 4, 6, and 0
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:00 - 9:30 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:00 - 9:30 AM**	• **Family Contact Time** • **Independent Student Work** • **Office Hours** **9:00 - 9:30 AM**
Period 1 **9:30 - 10:55 AM**	**Period 1: 9:30 - 10:00 AM** **Period 2: 10:00 - 10:30 AM** **Period 3: 10:30 - 11:00 AM**	**Period 2** **9:30 - 10:55 AM**
Transition **10:55 - 11:05 AM**	**Independent Work** **11:00 - 11:30 AM**	**Transition** **10:55 - 11:05 AM**
Lunch **11:05 - 11:35 AM**	**Lunch** **11:30 AM - 12:00 PM**	**Lunch** **11:05 - 11:35 AM**
Transition **11:35 - 11:40 AM**	**Independent Work** **12:00 - 12:30 PM**	**Transition** **11:35 - 11:40 AM**
Period 3 **11:40 AM - 1:05 PM**	**Period 4: 12:30 - 1:00 PM** **Period 5: 1:00 - 1:30 PM** **Period 6: 1:30 - 2:00 PM** • **Family Contact Time** • **Independent Student Work** • **Office Hours** **2:00 - 3:30 PM**	**Period 4** **11:40 AM - 1:05 PM**
Independent Work **1:05 - 1:35 PM**		**Independent Work** **1:05 - 1:35 PM**
Period 5 **1:35 - 3:00 PM**		**Period 6** **1:35 - 3:00 PM**
• **Family Contact Time** • **Independent Student Work** • **Office Hours** **3:00 - 3:30 PM**		• **Family Contact Time** • **Independent Student Work** • **Office Hours** **3:00 - 3:30 PM**
Period 7 **3:00 - 4:25 PM**	**Period 0/7** **2:00 - 2:30 PM**	**Period 0** **3:00 - 4:25 PM**

Hybrid Model
(In-Person and Remote Instruction)

ON CAMPUS

Daily health screening (attestation)
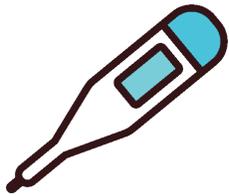
When we transition to a hybrid schedule of in-person and remote learning, you will be asked to fill out a brief health screening (attestation) each morning for your child.

The link will be emailed each morning at 5 a.m. Reminders will be sent at 6 a.m. and 7 a.m. to those who haven't completed the screening.

The screening will ask if your child has had any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If the answer is "YES" to any of these, please do not send your child to school

SCHOOL DAY STRUCTURE

ON CAMPUS

Drop-off procedures

A school's designated drop-off route should be used to get students to school. This will reduce greatly the number of people on or around our campuses.

If you choose to park and walk your child to school, you must wear a mask and maintain six feet of physical distance between yourself and others. Each school will have a designated area for parents and students to stand on the perimeter of the school building. Unfortunately, we cannot have any visitors (parents included) on campus at this time.

Entrance and exit pathways

Each campus will have one-way traffic flow with designated entrances and exits. You may need to change the drop-off and pick-up locations you previously had with your child. Each school will communicate the specifics of these routes.

Visitor policy

While we value and appreciate our parent and community volunteers, we cannot have visitors on our campuses at this time.

If you need to pick up your child from school before scheduled dismissal, please contact your school's office prior to your arrival to make arrangements.

Student entrance to school

All students will enter school through the main entrance, where temperature scanning cameras will assess whether any students have a temperature above 100.4 degrees. Any student whose camera-scanned temperature is above this health department threshold will receive a confirming temperature scan done by a hand-held scanner. Students still registering a temperature above the 100.4 degrees will be shown to a designated safe space, away from other students, until they can be picked up by parents or guardians.

SCHOOL DAY STRUCTURE

ON CAMPUS

Face coverings and personal protective equipment (PPE)

Cloth Face Coverings

The Washington State Department of Health requires cloth face coverings for staff and students in grades K-12. They must be worn except when eating or drinking except by students unable to wear them due to special circumstances such as a developmental or health diagnosis that would limit their ability to wear a face covering.

The district will provide cloth face masks for all students and staff, although students and staff may wear a cloth mask of their own if it is appropriate for a school setting. Staff and students in grades 6-12 will be expected to clean their own masks. If K-5 students choose to use the district-provided mask, the following procedures will be used to ensure all K-5 students have access to a clean mask each day.

For K-5 Bus Riders

A clean mask will be available each day for students to wear as they board the bus. The students will wear their mask throughout the day. As students exit the bus at the end of the school day, they will deposit their worn mask in a collection bin for district-provided laundry.

For K-5 Non-Bus Riders

Hand sanitizer and bins of clean masks will be available for students before they enter the school. Students will wear their mask throughout the day. After they exit the school at the end of the school day, they will be asked to deposit the worn mask in a collection bin for district-provided laundry before entering their parent or caregiver's car or walking home.
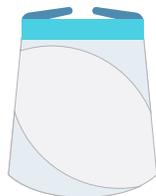
Face Shields

Students unable to wear a cloth face covering may choose to wear a clear face shield according to the Washington State Department of Health.

SCHOOL DAY STRUCTURE

ON CAMPUS

Physical distancing

6 feet

Inside

In general, whenever occupying indoor spaces, each person should maintain a physical distance of six feet or greater between themselves and others. This includes classrooms, offices, hallways, restrooms multi-purpose rooms and other indoor facilities.

Outside

Physical distancing of six feet also will be required for outdoor areas such as playgrounds, blacktops, fields and outdoor walkways.

Classroom modifications

Desks

Student desks will be arranged with six feet of distance between them.

Supplies

Each student will have a labeled container of school supplies to use while at school. Community containers of supplies will not be available.

Shared Learning Materials

The use of shared learning materials will be minimized as much as possible. Items that are used will be collected and sanitized between uses.

Shared space modifications

School Offices

School offices have been outfitted with clear plexiglass dividers at reception areas and where the public has direct access to district staff. Floor markings will reflect physical distancing requirements. Your school may have additional waiting areas outside of the office to reduce congestion.

Restrooms

Floor markings will guide social distancing with additional markings outside of restrooms to avoid congestion. Soap dispensers will be filled daily to ensure an adequate supply.

STUDENT & FAMILY SUPPORT

REMOTE LEARNING

Our Child Nutrition Program must return to charging for daily meals using student PINs (issued at registration) when the fall 2020-21 school year begins on Sept. 1. Students can receive free or reduced-price meals by applying and qualifying for the National School Lunch Program (see below). Enrolled students can purchase meals using their student meal account.

Pick-up time and locations

11:00 am - 12:30 pm

During remote learning, grab-and-go meals will be available for pick-up, **Monday-Friday from 11:00 am - 12:30 pm** at the following locations:

Serving sites for the Vancouver School District, beginning Sept. 1, 2020:

* Anderson Elementary, 2215 NE 104th St.

* Fruit Valley Elementary, 3410 NW Fruit Valley Rd.

* Marshall Elementary, 6400 MacArthur Blvd.

* Ogden Elementary, 3200 NE 86th Ave.

* Roosevelt Elementary, 2921 Falk Rd.

* Washington Elementary, 2908 S. St.

* Discovery Middle School, 800 E. 40th St.

* Jason Lee Middle School, 8500 NW 9th Ave.

Free or reduced-price meal application

Whether you are renewing an application or applying for the first time, we encourage you to fill out a free or reduced-price meal application (see links below):

* English
* Spanish
* Russian

A new application must be completed each school year.

Find additional child nutrition information on our website at

https://vansd.org/meals/

STUDENT AND FAMILY SUPPORT

REMOTE LEARNING

COUNSELING SUPPORT

School counselors collaborate with teachers and parents to support student success. School counselors can help your student:

- Identify and apply strategies to support remote learning;
- Focus on techniques that help manage emotions and enhance interpersonal skills;
- Plan for college and career opportunities; and,
- Offer short-term counseling, and help connect students/families to community mental and behavioral health partners.

You can reach your child's school counselor by calling the school or sending an email. Find your child's counselor on their school's website.

Mental health community partners

Our district works with mental health agencies in our community to facilitate referrals and coordination of services:

- Children's Center
- Children's Home Society
- Columbia River Mental Health
- SeaMar - Community Services Northwest
- Cowlitz Indian Tribe
- Family Solutions
- Lifeline Connections
- Real Life Counseling
- Catholic Community Services (crisis stabilization and intensive services)

Southwest Washington – Mental Health Crisis Line

(800) 626-8137 | TTY 866-835-2755

STUDENT AND FAMILY SUPPORT

REMOTE LEARNING

Learning can be difficult when students' basic needs aren't met. Family-Community Resource Centers help families address barriers by connecting them to available community resources. FCRC's are staffed with knowledgeable and caring coordinators who can assist you with information and access to:

- Food
- Clothing and hygiene items
- Housing and utility assistance
- Childcare and early learning programs
- School supplies
- Transportation
- Internet access
- Health and mental health resources and information

Our community resource page can help you locate assistance: food, unemployment information, childcare, housing, homeless and foster student information, public utilities assistance and crisis information: https://sites.google.com/vansd.net/covid-19-community-resources/home

For a list of FCRC phone numbers and email addresses, see our webpage https://vansd.org/fcrc/

STUDENT AND FAMILY SUPPORT

SUBSTANCE USE PREVENTION AND INTERVENTION SERVICES

A substance use prevention-intervention specialist serves each of our comprehensive middle and high schools.

Prevention-intervention specialists:

- Offer prevention education, coping strategies and resources for students and parents to prevent or reduce substance use.

- Provide prevention information to students, coping strategies, group and one-on-one support via Zoom, Google classroom or phone conference.

- Conduct substance-use assessments to determine further intervention needs and provide referrals to outside agencies.

During remote learning, referrals to a prevention-intervention specialist can be made by school staff or parents. Students can self-refer. Contact your school to connect with the prevention-intervention specialist.

HEALTH, SAFETY AND SANITATION

BEFORE RETURNING TO CAMPUS

CLEANING AND SANITATION PROTOCOLS

Summer cleaning

To have classrooms ready for students and staff, the custodial team has cleaned all of our schools, including furniture, carpets, tile floors and common contact surfaces.

Planned return to campus

Just prior to students' and employees' return to campus, these protocols will be followed:

- Classroom surfaces will be cleaned and disinfected.
- Using electrostatic sprayers, non-toxic Vital Oxide will be applied to protect surfaces from bacteria, mold and viruses.

Hybrid schedules

When students and employees return to campus in a hybrid model, these protocols will be followed:

- Cleaning and disinfecting products will be made available to staff for daily use.
- Cleaning of common contact and other non-porous surfaces will take place each night after staff and students have left.
- Using electrostatic sprayers, non-toxic Vital Oxide will be applied to protect surfaces from bacteria, mold and viruses.

Additional cleaning will take place every Wednesday, when schools are empty.

- Extra time in pre-kindergarten, kindergarten and first-grade classrooms
- Additional floor cleaning will include media centers, co-ops, front offices, Family-Community Resource Centers and hallways.

HEALTH, SAFETY AND SANITATION

WITH STUDENTS AND STAFF ON CAMPUS

Frequency

- **DAILY:** Application of non-toxic disinfectants using our electrostatic sprayers

- **DAILY:** Common contact points will be cleaned and disinfected

- **DAILY:** Restrooms cleaned and disinfected

- **DAILY:** Vacuuming

In the event of a positive COVID case

If a positive COVID-19 case is identified or an outbreak occurs in a classroom, the following protocols will be followed:

- Thoroughly disinfect the classroom, including all desks, chairs, sinks and counters

- Use the electrostatic sprayers to apply Vital Oxide non-toxic disinfectant

- Clean and disinfect any common or shared areas

- Follow any additional sanitation guidelines from the Clark County Health Department

COMMUNICATION GUIDE

Communication methods with families can include the following:

- Email messages
- Text messages
- Phone calls
- Mobile app notifications
- Website posts
- Social media
- *VPS This Week* e-newsletters

Find out how to get messages (https://vansd.org/get-messages/) sent to your phone or email address.