



Sutter Middle School Reopening Plan Hybrid model during 2020-2021 Covid-19

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FCUSD Reopening Schools Priorities

Staff and student health and safety are a top priority at Folsom Cordova Unified School District. A main goal of our reopening plan is to minimize harm from and exposure to COVID-19. This response plan includes guidelines from public health, local/state agencies, the Centers for Disease Control (CDC), and Cal/ OSHA. The District reopening plan and procedures are not exhaustive and will be adjusted as guidelines change with the evolving situation. A concentrated effort from everyone will help to achieve our goals for safe and healthy schools.

We are establishing new norms as we navigate the COVID-19 pandemic. Our lives have changed in numerous ways and we must work together to mitigate risk, while waiting for a vaccine and continuing to prioritize education and the health and well-being of our students. It is essential to recognize there is nothing natural, convenient or comfortable with social distancing, wearing of face masks, and how everyone is experiencing a very real stress of an unseen virus in our midst.

Flexibility, humility and gratitude are paramount as we continue to learn about COVID-19. As the knowledge base and scientific data grow, our responses may need to adjust and adapt quickly. As the CDC advises, there may be times when we need to return to staying safe at home. Whatever situation may arise, we will work together with parents, staff and the community to address the changes as needed.

Local County Public Health will direct school site requirements, guided by the State Public Health Guidance & Checklist (highlights herein), CDC Recommendations, and in accordance with Cal/OSHA Guidelines on Protecting Workers from COVID-19 (part of Injury & Illness Prevention Program).

The contents of this document are subject to change based on consultation with FCUSD bargaining units and our parent community. The content WILL change based on updates provided by the California Department of Public Health, Cal/OSHA, and/or Sacramento County public health officials. The frequent changes and updates to federal, state, and county guidelines present challenges to both planning and implementation for everyone involved. This plan will be posted on the FCUSD website and updated as needed.

UPDATE: Message to FCUSD Community: November 17, 2020

Dear FCUSD Community,

The District has created a COVID-19 Dashboard to provide information on the number of individuals who have tested positive for COVID-19, and who have been on an FCUSD campus or worksite. This information is intended to provide communication and transparency to our

community. At the same time, we will maintain privacy and confidentiality. Names, details, and specific identifiers will not be included in the Dashboard. Only cases verified with a lab-confirmed positive test will be included.

To view the FCUSD COVID-19 Dashboard, please visit: www.fcusd.org/COVID

Important Note: FCUSD does not wait to notify close contacts upon an initial report of a positive case. However, we do wait for official verification before listing the case on this Dashboard. This could result in a delay of cases appearing on this Dashboard or a discrepancy between the number of notifications received and the actual number of verified cases.

Some classes may be quarantined as a precautionary measure while waiting for official verification

On the website, you will also be able to view our communication protocols for responding to a suspected or verified COVID-19 positive case. Highlights of these protocols include:

In the event of a positive or probable COVID-19 case in our schools, our [COVID-19 Illness and Quarantine Guidelines](#) will be followed:

- Any individual who tests positive will be contacted by the FCUSD health department and/or HR department to begin contact tracing.
- Anyone deemed "exposed" will be asked to quarantine for a 14-day period and monitor for symptoms. Any students in this situation will continue learning virtually.
- All staff and families of students attending the same school will be notified of a positive case.
- In the case of positive or probable COVID-19 itinerant staff members, all sites will be notified as well

For further details, visit: www.fcusd.org/COVID

The health, safety, and wellbeing of our entire FCUSD community is our highest priority as we continue to navigate the changing landscape and challenges created by the pandemic.

If you have specific questions regarding your student or school, please contact your school's principal.

Distance Learning:

- A temporary phase of remote instruction between students and teachers. Rostering of students to teachers is done at the school site and school of residence for the student.

Physical Environment:

- In Stage I, in-person instruction is not permitted. All interaction and instruction between students and teachers will take place virtually. Most materials, assessments, projects, etc. will also be distributed and completed virtually, with the exception of some materials/packets being picked up and dropped off to the

school by arrangement between school administration, the parent(s)/student(s) and teacher(s).

- In Stage II, small cohorts will have limited access to the building to prevent the spread of COVID-19, and in order to limit the crossover contact of groups.
- For Stage III, the Hybrid/Transitional model will be considered at all grade levels and at all schools. Students will have access to in-person instruction in a hybrid model while completing distance learning assignments as directed by their teacher during home learning days and/or times. Students will be in smaller groups, typically half of the class roster at any given time.
- In Stage IV, most students will return to in-person learning. Families may opt to remain in full-time distance learning through the Virtual Academy. Staff will be able to resume normal duties at their worksite. For instance, at an elementary level, students will be able to transition between core classes and music enrichment. At the secondary level, teachers will move from a team instruction model to the more typical single teacher per class.
- For Stage V, full traditional instruction will resume, as well as typical operational activities on all sites.

Sutter Middle School Reopening

Please note, this document listed is the initial reopening plan for Sutter Middle School in Folsom California. This document was created by a Sutter staff committee including teachers, custodians, administrators, school nurses, and classified staff. This is the initial plan and may need adjusting as the school year progresses. The plan is based on the on-campus hybrid instructional model for students. Parents and students need to be aware of the requirements below:

Known information:

- Hybrid model: to begin all school population return January 18, 2021

MONDAY

Synchronous Advisory followed by asynchronous learning

| | |
|--|---|
| | Advisory (20 min.) |
| | <p style="text-align: center;">Asynchronous Learning</p> <p style="text-align: center;">Check Google Classroom for a list of learning activities</p> <p style="text-align: center;">Email teachers with questions/concerns.</p> <p style="text-align: center;">Request meeting times with teachers or IA's where applicable, and complete all missing work</p> <p style="text-align: center;"><i>Students take lunch at any time that works in their schedule on Monday</i></p> |

Sutter Middle School Hybrid Bell Schedule (AA/BB):

TUESDAY, WEDNESDAY, THURSDAY, FRIDAY

Additional minutes added to 1st and 5th period daily in place of advisory and in preparation for the day followed by asynchronous learning after lunch

| | TUESDAY A Day | WEDNESDAY A Day | THURSDAY B Day | FRIDAY B Day |
|---------------|--|--|--|--|
| 7:59-8:29 | 0 Period (30 min.)* | 0 Period (30 min.)* | 0 Period (30 min.)* | 0 Period (30 min.)* |
| 8:36-9:46 | 1st Period (70 min.) | 5th Period (70 min.) | 1st Period (70 min.) | 5th Period (70 min.) |
| 9:53 - 10:53 | 2nd Period (60 min.) | 6th Period (60 min.) | 2nd Period (60 min.) | 6th Period (60 min.) |
| 11:00 - 12:00 | 3rd Period (60 min.) | 7th Period (60 min.) | 3rd Period (60 min.) | 7th Period (60 min.) |
| 12:00-1:30 | LUNCH - Grab and go | LUNCH - Grab and go | LUNCH - Grab and go | LUNCH - Grab and go |
| 1:30 - 3:00 | Intervention and Asynchronous Learning | Intervention and Asynchronous Learning | Intervention and Asynchronous Learning | Intervention and Asynchronous Learning |

| | |
|-----------------------------|---|
| Total Instructional Minutes | Mondays: 20 Synchronous / 230 Asynchronous Tuesdays – Fridays: 190 In-Person/90 Asynchronous/Independent Study each day * Zero Period is optional for students (30 minutes in person or synchronous each day) |
|-----------------------------|---|

The start and end times may vary from the proposed schedule based on transportation needs.

- This is the URL to our Hybrid schedule: [Sutter FINAL Hybrid Bell Schedules 11/9/20](#)
- Sanitation: protocols to follow state and local mandates. All staff and students will be required to follow safety procedures put forth by public health guidelines including wearing face masks, maintaining social distancing and frequent hand washing. __
- Ingress/egress: Transportation protocols; Parent drop-off/pick up.
- Student movement: CLEARLY marked walking lines, procedural training (ongoing in classes and on CNN)
- Current mandate by the Governor for students and staff in middle school is to wear face masks. Students who refuse to wear face masks will continue with distance learning.

Students

Face Coverings:

- School appropriate face masks are to be worn by students, staff, and parents while on campus.
- Face masks: must cover both nose and mouth and be secured under the chin; must be clean and dry; must be secured with ties around the head or loops around ears.
- Double layers of gaiters or face shields with a curtain are approved
- Not appropriate: valve masks, bandanas
- All staff and students will be required to follow safety procedures put forth by public health guidelines including wearing face masks, maintaining social distancing and frequent hand washing.
- Students with sensory or health issues will not be required to wear a face mask if they provide a doctor's note. The mask exemption note must be signed by a MD, DO, NP, or PA only. Notes will be held in the nurse's office.
- Students are required to wear a mask during passing periods and on break.
- Students will not be required to wear face masks during PE while engaged in strenuous activity. Students will be required to maintain social distancing.
- If students do not have a face mask, the school will provide one.
- California has stated that students who refuse to wear a face mask will be excluded from attending school in person.

Transportation:

In order to practice health and safety protocols while students are on a school bus, several modifications will take place which could include reduced ridership, a seating chart, wearing of face masks, proper ventilation, and hand sanitizing upon boarding and disembarking the bus. More information will be forthcoming as we reinstate transportation for students. During Stage I, no services are provided. Stage II will bring limited busing services as required by student IEPs. Stages III and IV will bring busing services back with enhanced safety and cleaning protocols in place.

Transportation guidelines for the 2020-2021 Hybrid model

- Parents will need to apply for a bus pass at [2020-2021 Bus Pass Application](#)
- All students wear cloth face coverings
- Encourage bus driver and attendants (if any) to also wear face shield in addition to their masks
- Open windows on bus/air vent on top of bus to increase fresh air flow
- Stagger seating - try and have 6 foot distance between driver and passengers if possible
- Hand sanitizer upon entry to bus

- Presence on bus means parents have screened students and are not sending a sick child to school (see FCUSD Symptom Screening Checklist [English](#) or [Spanish](#))
- Students will need to maintain social distance while in line at the bus
- Students will need to go to the back of the bus to the first open seat and sit one to a seat unless in the same household
- Students will need to unload from the bus from front to back to avoid passing of other occupied seats

Other transportation to and from school:

- Students walking to school should remain physically distant from each other.
- When driving students to school, parents will be encouraged not to carpool and only to transport their own students. This will be at the parent's discretion.
- Specific pickup and dropoff areas are Persifer street where the yellow curbs are marked and the E. Bidwell Street parking lot loop. Please do not drop off or pick up your students on the Riley Street bus zones.
- Parents who park must stay in their car while on campus.
- Parents should NOT walk onto campus waiting to pick-up or drop-off their student.
- Students should enter campus into the closest entrance to their first period class.
- Students should only walk onto campus through gates marked ENTER.
- Bikes, Scooters and skateboards are to be placed inside the bike rack area and locked for security purposes.

Arriving at School:

- Students are instructed not to arrive prior to 7:50 AM-for ZERO period or 8:25 AM for the general population.
- School gates will be opened by 7:50 AM.
- Students are to enter one of the 6 marked entry points: 2 on Persifer, 2 on E. Bidwell, 1 on Riley and 1 on Coloma streets
- Students are required to wear face masks during school. If a student forgets their face mask, one will be provided for them.
- Upon arrival at school, each student will go directly to their Grade Level Location and will be required to maintain 6' social distancing.
 - 6th in the A-wing quad and garden areas
 - 7th into the lower quad area around student store
 - 8th to upper quad around multipurpose room

- Any student outside of these designated areas BEFORE school begins will need to go to their grade level designated area, with the exception of ZERO period students.
- Late students will sign in on a signup sheet outside the front office.
- If students are observed exhibiting symptoms consistent with COVID-19 as they arrive, they will be immediately sent or escorted to the school health office outside the northern entry door for additional screening, and if determined that student is exhibiting symptoms of COVID 19, parents will be called to pick up their student.
- Students will be escorted to the Choir room, D-102, which will be used as a waiting area for students who are exhibiting signs of illness. Room D-102 is directly across from the outside health office door. The student will wait in the choir room, NOT the health office.

Lunch:

- Grab and go lunches will be served from the two outside serving stations.
- Wear your mask while in line.
- Practice social distancing by standing on the cougar paw.
- Once students get their lunch they must exit the campus.
- Breakfast will NOT be served at SMS when students return to campus.

Movement on Campus:

- Students will travel in an orderly and socially distanced manner while on campus.
- When traveling to different locations on campus they are to follow established and marked travel patterns.
- The first week back to school, staff will teach and train students about all schoolwide safety protocols.
- Traffic flow visuals and directional aides such as arrows and where to stand will be painted or posted throughout the school.
- Students will stay to the far right when travelling in hallways and walkways, much like a car on any U.S. road
- Students will be trained, and expected to follow, established traffic patterns.
- Students should not use any sidewalks outside of Sutter perimeter fencing.
- Sanitation stations will be strategically placed on campus.
- Social distancing visual reminders will be posted throughout school.
- All staff will be reminding students about safety protocols including social distancing, mask wearing and frequent hand-washing.

Hand Washing and Sanitizing:

- Students will be trained on how to wash their hands effectively.
- Students will be asked to wash or sanitize their hands upon entering AND exiting classrooms and all buildings.
- Paper towels will be placed next to the hand sanitizer.
- Students may wipe their own desks with a paper towel if not dry from spraying.

Passive Screening is the method currently in use and will be applied to cohorts and the Hybrid model.

- Passive screening is requested that parents do each morning prior to students arriving at school via Symptom Screening worksheet and or Frontline app/website which include, but are not limited to:
 1. Does the child have a fever 100.4 F or greater without having taken any fever-reducing medications?
 2. Does the child have a sore throat?
 3. Does the child have a new uncontrolled cough that causes difficulty breathing for a child with chronic allergic/allergic/asthmatic cough, a change in their cough from baseline?
 4. Does the child have diarrhea or vomiting?
 5. Does the child have a new onset of severe headache, with a fever?
- Students exhibiting any of the above symptoms should not board a bus or go to school.
- Teachers will perform a passive visual check on students as they arrive to the classrooms. If students display any of the above symptoms students will be sent to the health office's outside door. When a student arrives, they will be given an active screening by health office staff.

When Symptoms are Observed in a Student:

- When COVID-19 symptoms are observed or a change from baseline health, students will be sent to the Health Office with their belongings.
- Students arrive at the Health Office from the outside door.
- Students will be isolated in a designated space and sent home if symptoms are consistent with COVID-19.
- Parents should also check their student daily. [Symptom Screening Checklist](#)
- Guardians will be required to immediately pick up their student.
- If a student displays high risk symptoms of COVID-19 they will be asked to visit their health care provider for a diagnosis and testing or stay home for 10 days. www.fcusd.org/COVID
- We are working closely with the Public Health Department and the Sacramento County Office of Education.

- If a student comes in close contact with or tests positive for COVID-19, we will follow the guidelines put forth by the Sacramento County Health Department. [COVID-19 Illness and Quarantine Guidelines](#)
- FCUSD and Sacramento County Health are providing the guidance for those contingencies and SCPH is the agency that will be directing any type of closures.
- Students must check in at the office upon returning from isolation or quarantine prior to attending any classes.

Health Office Visits:

- All students sent for illness or injury must arrive at the outside door to the health office.
- Follow the small RED cougar paw prints, stay socially distanced on one of these paws if there are others waiting to check into the nurse's office.
- Go to the outside door to the nurse's office: North side of administration building in-between administration and Music rooms.
- Look for the large red cougar paw print. Notify health office staff by ringing the doorbell and waiting for assistance.
- Students will be assessed at the door.
- Inside the health office will be reserved for students with Non-COVID-19 symptoms and will be limited to two additional students for a total of no more than four people.
- All surfaces will be sanitized after each student's visit to the health office.

Student arrives at outside door:

- Using the podium as a barrier, open the door and greet student.
- Find out the reason for the visit. Document visit information in binder.
- If not feeling well or symptomatic, use Student Symptom Decision Tree

Student injured or needing medication:

- Triage students in line to be seen by the Health Office – if notice bleeding or injured student, please move to the front of line & assess immediately.
- Limit 2 students in the Health Office at one time – 4 total people in the Health Office at one time.
- Daily medication students, severe allergies, students with diabetes may enter Admin. office by doors in front of desk for admin. assistant.
 - o Students may knock on the inside Health Office door to gain attention.
 - o Triage students immediately – emergencies need to be seen ASAP.
 - o If they need to wait, they may sit outside the Health Office door.

Symptomatic and sending home:

- Provide student a letter home about next steps – ie: 24 hours, MD visit, 10 days.
- If staffing allows, escort student to “Waiting Room” (D-102).
- Supervise until Campus Monitor or other staff can supervise.
- Call parents to pick up student (per parent agreement less than 30 min wait).
- Front office staff will give specific directions on the pick up location of students.

- o Tell parents when they arrive to call the front office (916) 294-9035.

§ Front office to verify who is calling & if they are on the emergency contact / pick up list.

§ If a parent does not have a phone to call upon arrival, they may enter the front office with a face mask to briefly let someone know they are here (6 feet social distance). Parent will return to the curb area to wait for their student.

- o Tell parents to wait at the curb in front by the Student Pick Up sign by the Paw print on the wall. (East (right before) of the Admin building – by dumpsters/basketball hoops).

§ Parents may stay in their car at the curb or may stand on the sidewalk while socially distanced from others. Parents must be wearing a mask while on campus.

- o Campus Monitor or staff will escort student to the side gate by pick up area.

- o Campus Monitor or staff will notify Health Office staff of the time for student departure.

Passing Periods:

- Teachers will be encouraged to leave doors open during passing periods so that students do not need to touch the door handles to enter or exit classrooms.
- Campus Monitor’s and Administration will monitor hallways, walkways and all outside areas.
- Staff and students are expected to wear masks and practice social distancing.

Classrooms & Activities

Classrooms:

- Students will be required to wear a face mask unless exempted by a physician.
- Students exempted from wearing a face mask for medical reasons may be seated on the outside rows to minimize contact with other students.
- In the hybrid model, class sizes will be reduced to no more than 16 persons in a class to promote social distancing.
- Student desks have been carefully set up so each student is assigned his or her own desk. Each desk is appropriately distanced from all others by six feet.
- Teachers will maintain a 6 foot distance from students.
- Students will remain 6 feet away from a teacher's desk.
- Tables will be marked to designate student work spaces.
- Each classroom is equipped with hand sanitizer solution and masks.
- Each classroom has been provided a canister spray tool that contains NEW hypochlorous disinfectant.
- Class sets of books will not be used by students. Students will need to bring their assigned textbooks, supplies, computer device, and materials.
- If a student forgets to bring school materials such as textbooks and chromebooks, the student will be directed to go to the media center to check out necessary items.
- Classroom materials should not be shared with other students.
- Assignments submitted on paper may be quarantined for 24 hours prior to being graded.
- Online/digital work will be utilized whenever possible to reduce the amount of paper exchanging hands.
- Students have a chromebook and charger checked out
- Students are responsible for taking the chromebook home to be charged daily.
- Students will be responsible for bringing their chromebook fully charged upon entering school each day.
- Students are encouraged to bring their own hand sanitizer and water bottle.
- Students should not share food, drinks or hand sanitizer with each other.
- Students may eat outside during breaks.
- Diabetics need to be allowed to have food and drink in classrooms in a designated area. A list of these students shall be provided by the nurse's office.

Music Classes:

- Music classes will be held inside existing classrooms, outside, or in the MP room to accommodate CDC guidelines and protocols. This plan is ongoing and in collaboration with music teachers, district health staff and the Sacramento county department of health
- Social distancing will be taken into consideration and a minimum 6 feet spacing will be applied.
- Music performances will be postponed until further notice.

- Virtual concerts or prerecorded concerts may be an option as a substitute for performance.

Physical Education:

- Until further notice, students will not be dressing out for PE and PE lockers and locker rooms will be closed.
- Students will need to bring and/or wear athletic shoes and will need to dress in clothing that permits proper PE movement and bring their own water bottles.
- Students will do warm-ups and activities outside as weather permits.
- All activities will follow social distancing guidelines (soccer, obstacle course, line dancing for example).
- Students will still move indoors for rain, heat, or smoke events.
- Sanitizing and hand washing will be part of the daily lesson plan.
- PE equipment will be sanitized between each class with Neutral Electrolyzed Water (NEW) a hypochlorous acid solution.
- Backpack storage, when necessary, will be placed in the gym on the bleachers and bleachers will be sanitized between periods and during non-school hours daily.
- Teachers and students will wear a mask at all times.

Activities

Sports:

- Our sports league has officially cancelled all games.

Assemblies and Dances:

- Assemblies and dances have been postponed until further notice.
- End of trimester awards ceremonies will be held in individual classrooms.
- All other assembly events will be postponed until further notice.

Band Concerts:

- Concerts have been postponed until further notice.
- Virtual concerts may be an option.

Safety Protocol Instruction:

- Safety protocol instruction will be held in the classrooms by the teachers and will include instruction on face masks, sanitizing rules, and social distancing requirements.
- School nurses will create and provide videos on handwashing, explore videos on social distancing and face masks.

Enrichment Activities:

- We will be looking into providing virtual enrichment classes or after school club activities remotely.

Facilities

Campus Cleaning:

- The classrooms and common areas will be sanitized between each school day.
- Classrooms will be sanitized between each period including student desks and touch points.
- Student restrooms will be sanitized throughout the day.
- Teachers will be provided Neutral Electrolyzed Water (NEW) a hypochlorous acid solution as a sanitizer and disinfectant.

Drinking Fountains:

- Students may bring a personal water bottle to school.
- Water bottles can be filled at the bottle filling stations.
- Drinking fountains must not be used.
- Students should not share water bottles with other students.

Recycling:

- Recycling in classrooms has been halted until further notice.
- Students may put recyclables in outside recycling bins or bring home to recycle.

Restrooms:

- Staff will monitor restrooms to discourage overcrowding.
- No more than 2 students in the restroom at a time.
- If there are two students in the restroom, students will wait outside.
- Students should wash their hands in the restroom after use. Students will be asked to sanitize their hands upon entering the classroom.
- Restrooms will be cleaned daily and sanitized no fewer than 3 times per day.

Office Visits:

- Students may enter the office as needed and when necessary.
- Students will only be sent to the office for significant health, educational, or behavioral concerns.

Library Media Center:

The priority of the Media Center over the next six months is to ensure students will have an access point to return, exchange or receive instruction on how to use their chrome books, to receive reading materials as per instructed by their teacher and/or to give access to classes for curriculum needs. The Media Center Project room is currently being used to store chrome book carts and act as a chrome book repair station and FCUSD staff , including Jerean, will continue to repair chromebooks as needed.

Students will be required to use hand sanitizer as they enter the Media Center, with multiple hand sanitizing stations placed throughout the space.

- The Media Center will be available for teaching staff on a reservation status only.
- Small groups of students with a max of eight (8) students to include one (1) teacher or Instructional Aid will be able to use the Media Center at one time. Reservations are required.
- The Media Center will not be accessible during pass periods. Passing periods will be used as allotted times to clean and sanitize the space.
- Before school and after school use of the Media Center will be on a priority basis only and will be open for 30 minutes before and after school. Priority will be given to students who have chrome book issues, need textbooks, or need to print a document.
- Students will select materials virtually, library materials will be pulled and processed by the librarian.
- Library materials placed on hold by students will be delivered to students during the last class of the day, within the last 30 minutes of class.
- Students can return library books before school and after school. A cart will be outside to collect returned items.
- Library books will be quarantined for 72 hours and cleaned before recirculating.
- The library will continue to do remote library book checkouts throughout the year.
- Students will be able to check-out materials on a one-on-one basis with the librarian, if needed, with prior approval by a teacher and a reservation.
- Students will not be allowed to browse for library books on their own.
- Printing options for students will be determined at a later date.
- A reservation system will be established to fulfill the needs of students who need assistance in a materials search, reference search, printing documents and/or need the use of a chrome book in a separate space.

Staff and Parents

Parents on Campus:

- To ensure safety of our staff and students, the office will schedule essential in-person appointments ONLY. Please contact **CHRISI JONES at 916-294-9035 ext. 320110 or e-mail: kcjones@fcusd.org**
- **Only Two** people at one time may come into the office with an appropriate face mask. Please wait outside until it is your turn and maintain social distance.
- Important documents can be dropped off in a locked black box stationed outside of the office. It is labeled: SMS
- Important Documents
- Parents may not walk onto campus to pick-up or drop off their student.
- If a parent is picking up a child early, please call the Main Office at: 916-294-9035 and **wait in your car.** Once the student arrives at the office, we will call your cell phone and direct you to park in front of the office for child pick up.
- When walking students to school, parents should drop their students at school entrances and not linger near campus.
- Students must meet their parents outside the school gates.

Face Masks and Face Shields:

- Face masks will be worn by staff and students etc. in all rooms and while on campus.
- Face shields will also be available for teachers.
- Face masks: must cover both nose and mouth; must be clean and dry; must be secured with ties around the head or loops around ears.
- Not appropriate: gaiters, valve masks, bandanas.

Staff Cleaning Supplies:

- The staff will be provided with Neutral Electrolyzed Water (NEW) a hypochlorous acid solution as a sanitizer and disinfectant and other cleaning supplies.

Instructions for Sanitizing Surfaces using NEW (hypochlorous acid) Sanitizer

1. **Apply NEW Sanitizer Solution to Surface:** Using a spray bottle filled with NEW sanitizer solution, spray in a sweeping pattern to deposit a fine mist evenly across the entire surface.

2. **Allow of Dwell Time:** Let the surface remain wet for at least 1 minute. If any part of the surface dries out before 1 minute, respray and wait another minute.
3. **Wipe Surface (*optional - time permitting you can let surface air dry*):** Use a clean cloth or paper towel to wipe excess NEW sanitizer from the surface and let the remaining dampness air dry. If you need the surface to be completely dry immediately, continue wiping until the surface is dry. If using a cloth or microfiber towel, you may air dry the towel and reuse several times up to one week. After one week, or at first sign of visible soiling, towels should be laundered.

Staff Rooms:

- Staff will be responsible to socially distance themselves while in the staff room and will be encouraged to wash or sanitize hands upon entry and exit of the staff room.
- Additional sanitization will occur in staff rooms and common areas.
- Treats or "community" food should not be left on the table for staff sharing.

Staff Attendance:

- Staff will self-monitor their health.
- Staff will remain home if ill or displaying COVID-19 symptoms.
- Staff will self-check symptoms: [Symptom Screening Checklist](#)

Staff Meetings/Collaboration:

- Staff meetings and collaboration meetings will be held through video conferencing until further notice.
- Staff will be instructed to maintain social distancing guidelines during collaboration.

Substitutes:

- Any substitutes that come on campus will be informed about classroom cleaning and safety procedures.

Staff Handouts and Materials:

- Staff memos, bulletins, and other handouts will be provided digitally to minimize the need for staff to check their teacher boxes in the office.

Social and Emotional Support

Needs Assessment:

- Teachers and parents will be provided with a screener to assess the emotional needs of students at the start of the year.

Providing Support:

- Support is available for students who are experiencing social and/or emotional challenges.
- School counselors are available to students and families.
- Referrals to mental health specialists may be made through school counselors if appropriate.
- Surveys will be shared with families within the first month of return to hybrid to assess needs.
- Outside mental health resources are available by request.

Decreasing Stress:

- Exercise and eat regularly
- Get enough sleep and have a good sleep routine.
- Avoid excess caffeine which can increase feelings of anxiety and agitation.
- Learn relaxation exercises (abdominal breathing and muscle relaxation techniques).
- Develop assertiveness training skills. For example, state feelings in polite, firm, and not overly aggressive or passive ways: (“I feel angry when you yell at me.” “Please stop yelling.”)
- Learn practical coping skills. For example, break a large task into smaller, more attainable tasks.
- Decrease negative self-talk: challenge negative thoughts-with alternative, neutral, or positive thoughts. Learn to feel good about doing a competent or “good enough” job rather than demanding perfection from yourself and others.
- Take a break from stressful situations. Activities like listening to music, talking to a friend, drawing, writing, or spending time with a pet can reduce stress.
- Build a network of friends who help you cope in a positive way.

How Parents Can Help Students:

- Stay informed and involved in your student’s academic progress

- Monitor if stress is affecting their student's health, behavior, thoughts, or feelings
- Listen carefully to students and watch for overloading.
- Learn and model stress management skills.
- Support involvement in sports and other pro-social activities.

SEL Resources/Websites:

- Sutter Middle School Counseling Website:
<https://www.Fcusd.Org/domain/767>
- FCUSD virtual calming room website:
<https://sites.Google.Com/fcusd.Org/calmingroom/home?Authuser=0>
- FCUSD wellness support page:
<https://www.Fcusd.Org/domain/5607>
- American Academy of Child and Adolescent Psychiatry:
https://www.Aacap.Org/AACAP/families_and_youth/facts_for_families/fff-guide/helping-teenagers-with-stress-0066.AspX

Instructional video links:

[SMS #1-Entering Campus: AM](#)

[SMS #2-Grade level "Zones" AM](#)

[SMS #3-Entering second floor to A-wing \(6th grade\)](#)

[SMS #4-Exiting the second floor of A-wing.](#)

[SMS #5-Entering a classroom](#)

[SMS #6-Walking in two-way halls](#)

[SMS #7-Exiting the B-wing](#)

[SMS #8-End of the Day \(Egress\): Grab-n-go lunches](#)

[SMS #9-Health office procedures](#)

[SMS #10-Congregation areas by grade level](#)

[SMS #11-Entering the B-wing](#)

[SMS #12-Exiting the B-wing: North side](#)

[What you need to know about handwashing](#)

[How To Wear A Mask In School](#)