



## Parent Handbook for On-Campus Programs

Santa Monica-Malibu Unified School District is opening various On-Campus Programs on SMMUSD school campuses for students with special needs. This is being done to provide special education classes for students who need additional support, as identified by the state or school district while school sites are physically closed.

Students will be assigned to a class that will ensure they have the ability to access instruction provided by special education teachers. The district will offer this opportunity in phases of support to high priority student groups. For now, all specialized services other than SAI will continue to be delivered on a distance learning platform.

### Social and Physical Distancing

- Current guidelines require that a distance of 6 feet remain between students and adults at all times.
- Staff members will be assigned to, and remain with a specified work hub.
- Staff and children from one room will not physically interact with those assigned to other rooms.
- Visitors will not be allowed on campus. This practice helps to minimize exposure for both staff and students.

### Parent/Guardian Expectations

- Parents/Guardians shall review the guidelines found in this handbook with their children prior to attending. This includes handwashing techniques, sneezing or coughing techniques, how to wear face coverings, and practicing social distancing
- Parents/Guardians shall review the Guidance for Cloth Face coverings at: <http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceClothFaceCoverings.pdf>
- Parents/Guardians shall arrive with a face covering when dropping off or picking up.
- Parents/Guardians will not expect/plan to be on campus at all and will follow all protocols for dropping off and picking up students.
- If the Parents/Guardians are not able to drop off or pick up, they will only allow someone 18 years of age or older, who is on a newly completed emergency card to drop off and pick up students. ***Students will only be released to someone on the emergency card.***
- Someone will be available at all times to pick up a sick child within 15 minutes of notification.



### **Student Expectations**

- Students will wear a face covering at all times (except while eating).
- Students must be respectful of all safety protocols, including keeping appropriate distance from and not touching other students.
- Students under the age of six (6) will be redirected and reminded of social distancing protocols.
- Students ages seven (7) through twelve (12) will maintain social distancing expectations; they will be reminded of protocols. If issues arise, a conference will be held with the student and family to determine if the class is the appropriate location for the student.
- Cell phones will not be allowed during the school day.

### **Drop off and Pick Up Expectations**

- Families will be given an assigned 15-minute drop-off/pick-up window. It is essential families arrive within this timeframe. If they do not, families will be required to wait until a staff member clears them to come to the entrance gate. This is important because we cannot have cohorts of students crossing with others.
- Students should have all items fit within a bag/backpack so that item can be placed in a student's individual box throughout the school day. Students should have jackets/sweaters on or in their backpacks and should not be carrying items that can be dropped or easily lost.
- Upon arrival, a staff member will meet the students/parents at the designated entrance gate. We recommend the same adult drop off and pick up whenever possible.
- Anyone coming up to the entrance must have a face covering on.
- Students will be given a health check prior to the parent leaving, and before the student may be accepted for entry. This will include a daily temperature check. ***It is important that you do NOT give your child any medication to mask the symptoms of illness before coming to school.***
- Students will be signed in to the class after the health check is cleared. Official school attendance will be taken by the assigned learning teacher.
- Upon entrance to the classroom, students will be required to wash their hands and go directly to their assigned work locations (these will remain the same unless altered by the supervising teacher).
- Frequent handwashing will take place throughout the day.



### **Student Grouping in class**

- Students will report to the same room/location each day and with the same staff.
- Six (6) feet of physical distance will be created in each room and outdoors. Physical distance is to be maintained at all times.

### **Attendance Expectations**

- Students should be in attendance daily
- If there is a need for a planned absence, the family needs to notify the supervising teacher as early as possible so this can be noted.
- If there is an unexpected absence, it is a requirement that the family call and leave a message in the classroom (phone numbers will be provided at each site) explaining the reason for the absence, and a phone where the teacher can reach you must be provided.
- If there is an absence without a phone call, the supervising teacher will call once. If this occurs again, the teacher will report this to administrators who will speak with the family to remind them of the requirement.
- If there is an additional absence without notification, the student may no longer qualify for the supervision center.

### **Student Supervision and Engagement**

- District administrators will be available while students are on campus.
- School Nurses and Health Office Specialists will be available for consultation and to assist in person if needed.
- Both indoor and outdoor environments will be used. Social distancing will be maintained.
- Whenever possible individual materials will be utilized when students are indoors. In a situation where an item must be shared (i.e. manipulatives), it will be disinfected between usage.



### **Staff Safeguards**

- Staff will have been trained in health and safety protocols for COVID-19
- Staff will have a daily health check upon arrival at work.
- Staff will be required to wear a face covering at all times.
- Staff will use frequent hand washing in lieu of gloves (typically) as hand washing is more effective in combating germ exposure.
- Staff will be assigned to a classroom and specific group of students.
- Staff will remain home for fourteen (14) days if they or anyone in their household is ill.

### **Illness**

- If a student becomes ill, that student will be sent to an isolation room with a staff member.
- If a student has symptoms of COVID-19, that student will be provided a surgical mask. The symptoms can include:
  - Fever of 100.4F or higher or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headaches
  - Sore Throat
  - Congestion/runny nose
  - Nausea or vomiting
  - Diarrhea
  - New loss of taste or smell



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- A parent/guardian will be notified immediately. The parent/guardian must provide the name of the adult who will pick up. This person **MUST** be on the emergency card, and must be available to pick up within 15 minutes of the phone call.
- Students who exhibit symptoms of COVID-19 may not return to the Hubs unless:
  - A doctor has provided a cleared COVID result AND
  - Written a note indicating another identified illness
  - OR
  - The student remains quarantined at home for 14 days
- Students and staff who are **exposed** to a suspected case during the school day will remain in the classroom or designated quarantine area while waiting for immediate pickup
- Students may be asked to be quarantined if there is a confirmed positive case.

### **Contact Tracing**

- Staff shall maintain a daily log of the members of each group who are present.
- Parents/guardians must immediately notify the district if their child (or someone in their household) tests positive for COVID-19.
- District staff will contact the Los Angeles County Department of Public Health (LACDPH) to follow any required protocols for tracing and notification.

### **Medication**

- If students have required medication, families will need to fill out a medication form and provide the medication along with directions from the doctor in original packaging.
- The medication will remain in a locked/safe location in the classroom unless the doctor's note indicates it must remain with the child. When the Hubs close, the medication will be returned to the student.

### **Techniques to support healthy habits:**

#### **Wearing a Face Covering**

- CDC recommends people wear a face covering in public settings, and anywhere where they will be around people who are not a part of their household
- Wash your hands before putting on your covering; put it over your nose and mouth and secure it under your chin; make sure you can breath with the face covering on.
- Don't put the covering around your neck or on your forehead
- Do not touch the covering – and if you do, wash your hands or use hand sanitizer to disinfect.
- Specific Face Covering-wearing information from the CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>



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Practicing Social or Physical Distancing

- It is safest to avoid crowded places – and when you are in a location with more than just family members to wear a face covering.
- Stay at least 6 feet (about 2 adult arms' length) from other people
- Specific information about the reason for social or physical distancing:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Handwashing Techniques

- Everyone must wash their hands frequently throughout the day
- Hands must be washed for at least 20 seconds with soap and water (typically singing the 'happy birthday' song twice reaches this number)
- Hands must be washed after any outdoor usage, indoor usage with materials not your own, before/after eating, after blowing your nose, coughing or sneezing.
- When hand washing is not possible, hand sanitizer may be used (it must be Ethyl Alcohol-based at least 60%)
- Specific hand-washing instructions from the CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/handwashing.html>

Sneezing and Coughing Techniques

- Cover your mouth and nose with a tissue or into your elbow when you cough or sneeze.
- If you used a tissue, throw it immediately in the trash.
- If you coughed or sneezed into your elbow, you should still wash your hands immediately afterwards.
- Specific sneezing and coughing information:  
[https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

To protect yourself and others everyone should:

- Wash your hands often
- Avoid close contact
- Cover your mouth and nose with a mask when around others
- Cover coughs and sneezes
- Clean and disinfect
- Monitor your health daily

For more information on how to help stop the spread of COVID-19 in children, please see follow the CDC link:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/protect-children.html>