



Returning to In-Person Instruction

A Guide for Families



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Welcome

Dear Serendipity Families,

This Family Guide is designed to communicate with you the changes to in person instruction required by the Oregon Department of Education in collaboration with the Oregon Health Authority. Please review all relevant sections with your child so they are prepared for how school will look different for the foreseeable future. We are very aware that the 2020-2021 school year has been challenging on many levels. While our return to in-person learning will continue to look different than before the pandemic, we are looking forward to integrating students back into their learning environment.

Our staff has received training on the new routines that they will be supporting your child in learning. We appreciate your partnership in supporting your child in learning and practicing these new routines.

Individual Limited In-person schedules have already been communicated with the families that qualify. In this packet, you will see the dates of return and schedule for our Hybrid Model.

Please take the time to review this document and reach out to your child's Case Manager or our Vice Principal, Kevin Thompson, with questions or concerns. We value the partnership we have with each and every one of you and while the return to the building will certainly look and feel different, we are committed to providing students with the best educational experience possible.

Sincerely,

The Management Team

Introduction

Limited In-Person Instruction

Limited in-person instruction (or LIPI), as the name implies, is a model intended to supplement Comprehensive Distance Learning (CDL) with a limited amount of in-person instruction. This is designed for students who struggled the most with meeting our Comprehensive Distance Learning Expectations. Those students who qualify and the staff that support them will be able to have advance practice in learning and implementing the new school routines.

LIPI begins at Serendipity the week of Monday, March 29th. If your student has been identified as a candidate for LIPI, then a case manager has already been in communication discuss this.

Hybrid Learning

Hybrid learning is a model where students attend in-person for part of the week, and continue learning remotely via CDL for the remainder of the week. Hybrid allows schools to honor student and staff safety while meeting instructional requirements. Students are divided into separate cohorts to accomplish this (see section on *Scheduling*).

In line with the recent Executive Order from Governor Kate Brown, Serendipity will be implementing a phased return to Hybrid learning.

| Timeline | Group | Classrooms |
|---|--|--|
| Week of Monday, April 12 th | Elementary and Lower School Communications Classroom | Room 6/7 (Brienne) Room 8 (Renee) Room 9 (Trish) |
| Week of Monday, April 19 th | Upper School Communications Classroom | Room 106 (Karissa) |
| Week of Monday, April 26 th | Middle School | Room 1 (Arlene) Room 2 (Charles) Room 3 (Abie) Room 4 (Haley) |
| Week of Monday, May 3 rd | Upper School Group I | Room 103 (Alex) Room 105 (Donna) |
| Week of Monday, May 10 th (No school Mon, May 10 th due to Staff PD) | Upper School Group II | Room 108 (Toni) Room 113 (Kelly) |

All Serendipity Families have the option to choose whether they would like to avail of Hybrid Learning (or LIPI, if offered) or continue with Comprehensive Distance Learning full-time. Families can also change their mind later on if they so choose. Case managers will be in communication with families throughout the process and are always available to hear concerns.

Scheduling for Hybrid Learning

Cohorts

There are four student Cohorts: A, B, C and D.

- Cohorts A and B attend in-person instruction for a partial day Monday and Tuesday, and continue learning remotely Wednesday, Thursday and Friday.
 - All students in the following classrooms will be in Cohort A or B:
 - Room 1 (Arline)
 - Room 2 (Charles)
 - Room 6/7 (Brienne)
 - Room 8 (Renee)
 - Room 103 (Alex)
 - Room 108 (Toni)
- Cohorts C and D continue learning remotely Monday, Tuesday and Wednesday, and attend in-person for a partial day Thursday and Friday.
 - All students in the following classrooms will be in Cohort C or D:
 - Room 3 (Abie)
 - Room 4 (Haley)
 - Room 9 (Trish)
 - Room 106 (Karissa)
 - Room 105 (Donna)
 - Room 113 (Kelly)

In-person instruction Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|----------|---------|-----------|----------|--------|
| AM Session (8.30am – 10.55am) | Cohort A | | | Cohort C | |
| PM Session (12pm – 2.25pm) | Cohort B | | | Cohort D | |

In order to comply with Oregon’s *Ready Schools, Safe Learners* guidance, which limits the number of individuals that can be in a classroom at a given time, students will be attending for a partial day on the days that they attend in-person instruction. These smaller instructional groups and shorter sessions will allow us to provide a higher staff ratio and thus greater support to students as they transition back to being in the school building.

There is a morning (8.30am-10.55am) and afternoon (12pm-2.25pm) session. Students will be assigned to either the morning or afternoon session based on transportation needs, and, where we can accommodate, the wishes of each family. Case managers will be in contact with families to confirm which session your child will attend.

The general schedule for each cohort looks like the following (student-specific schedules will be provided closer to your child’s date of return):

Cohort A Weekly Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|--|--|--|
| AM Session (8.30am – 10.55am) | In-person instruction, support and SEL to help students readjust to being in school. | In-person instruction, support and SEL to help students readjust to being in school. | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction |
| PM Session (12pm – 2.25pm) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | (Early Dismissal) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction |

Cohort B Weekly Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| AM Session (8.30am – 10.55am) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction |
| PM Session (12pm – 2.25pm) | In-person instruction, support and SEL to help students readjust to being in school. | In-person instruction, support and SEL to help students readjust to being in school. | (Early Dismissal) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction |

Cohort C Weekly Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| AM Session (8.30am – 10.55am) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | In-person instruction, support and SEL to help students readjust to being in school. | In-person instruction, support and SEL to help students readjust to being in school. |
| PM Session (12pm – 2.25pm) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | (Early Dismissal) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction |

Cohort D Weekly Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| AM Session (8.30am – 10.55am) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction |
| PM Session (12pm – 2.25pm) | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | Remote Learning: iReady, Seesaw, Projects Teams Meetings for SEL and academic instruction | (Early Dismissal) | In-person instruction, support and SEL to help students readjust to being in school. | In-person instruction, support and SEL to help students readjust to being in school. |

Policies and Procedures

Please review the following policies carefully and communicate them with your child. They are necessary to ensure a smooth transition and the safety of all.

Transportation

Specific transportation process may vary slightly by district, but will follow the general expectations below. District transportation representatives will be in communication with you as your child prepares to return. Specific questions about transportation can be addressed directly with the district or through your child's case manager.

- Face masks that cover both mouth and nose must be worn at all times while riding district transportation.
- Students will be screened by the bus driver.
- Students will be directed by the bus driver where to sit.
- Windows could be lowered to allow for fresh air circulation while limiting exposure to outside weather. Please consider warm layered clothing during cold weather days.
- Upon arrival at school, the bus driver with support of Serendipity staff will unload the bus.



If Your Child is Sick

Please do not send your child to school if they have COVID-19 symptoms. COVID-19 symptoms are as follows:

- Primary symptoms of concern: cough, fever (temperature of 100.4°F or higher) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell.
- Note that muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available [from CDC](#).
- In addition to COVID-19 symptoms, students must be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-11 of OHA/ODE [Communicable Disease Guidance for Schools](#).
- Emergency signs that require immediate medical attention:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face (lighter skin); greyish lips or face (darker skin)
 - Other severe symptoms

Traveling out of State

If your family is planning to travel out of state, please contact your child's case manager so that we can reach out to our Local Public Health Authority to advise you of the latest recommendations in regards to quarantine and testing.

Arrival, Screening & Entry Procedures

Upon arrival, Serendipity staff will direct students to their regular entrance and prompt them to distance themselves from other students and staff during the entry & screening process. Students are expected to continue to wear their face mask during the entire arrival, screening, and entry procedure.

Serendipity staff member(s) will support students in meeting social distancing and mask wearing expectation.

Serendipity staff will screen each student by taking their temperature at the upper school and lower school entrances. Serendipity staff will then prompt students to sanitize their hands using a contactless hand sanitizer (with 60-95% alcohol) dispenser located in the entry way of the building.

If a student has a fever (temperature of 100.4 F or higher) or is experiencing other primary symptoms, they will go to the school's designated isolation room (which we call the comfort room to reduce student anxiety), where they will wait while transportation home is arranged.

In addition to COVID-19 symptoms, students are sent home for other signs of infectious diseases in accordance with the school's existing policy and protocols.

Students with a chronic or baseline cough that has worsened or is not well-controlled with medication will be isolated and sent home as soon as possible. Students will not be sent home for symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.)

Serendipity staff will support students who are not displaying symptoms in going directly to class after they have been screened.

Students Arriving Late to school:

Any student who arrives at school after the designated arrival time goes through the same screening process.

Students will be asked to wait in their vehicle while the driver calls the front desk to inform the school that they have arrived.

A staff member will come out to meet the student and perform the screening procedure.

Student Dismissal

At the end of the partial school day, students will have their temperature taken and recorded on the Classroom contact Tracing Log.

Meals

Serendipity will provide a meal and a snack to students while onsite for Hybrid Learning. AM cohorts will receive Breakfast and a snack. PM Cohorts will receive Lunch and a snack.

The classroom staff will deliver meals to students in the classroom and staff will prompt students to wait until staff is safely six feet away before removing their mask to eat.

At the conclusion of the meal, cohort staff will prompt students to put on their mask before staff collects used dishes and utensils.

The kitchen staff will prepare the meals adhering to all Covid-19 safety protocols (see section 1h of the Ready Schools, Safe Learners guidance). Staff will supervise all students and will maintain maximum distance possible while students are eating and have their masks off.



Technology and Supplies

Students and Families that have requested technology to access CDL have been provided with devices. Serendipity asks that students leave these at home while on campus for Hybrid learning. All materials that will be needed for their in-person learning will be accessible while on campus.

Face Coverings

Staff and students are required to wear face coverings at all times while on campus, both indoors and outside. Proper face coverings include both cloth face coverings and disposable face masks. Face shields alone do not provide the required protection and may not be substituted for the cloth face coverings or disposable face mask. Families need to wear face coverings when interacting with any school staff or other families. Extra disposable face masks will be available in the office if someone needs one to enter the building, as well as extra reusable cloth masks for students.

Face coverings worn on the Serendipity campus must cover the mouth and nose, fit snugly against the sides of the face, and secure under the chin.

Face coverings are worn inside and outside of the building, while on campus. Bandanas, neck gaiters, fleeces, scarves, and masks with respirators are NOT acceptable alternatives.

If a student struggles to wear a mask, our staff have been trained to follow up using our check in check out system. Our Tier I Coaches will review the CICO documentation daily and work with staff to support students in following all *Ready School, Safe Learners* Guidance. Consistent refusal to wear a mask is addressed in a non-punitive way with the student's parent or legal guardian.



Social Distancing

Students and staff will maintain 6 feet social distance and classrooms will be set up with tables and desks spaced at that distance. When lining up, please adhere to the markings on the walls or ground to maintain a minimum of 6ft distance.

Handwashing

Students and staff are expected to wash their hands or use hand sanitizer regularly in accordance with OHA and CDC guidelines. Staff will prompt students to wash or sanitize hands before/after the following activities:

- Before and after:
 - Entering/exiting school
 - Using school supplies
 - Going outside
 - Using the bathroom
 - Eating
- After:
 - Coughing, sneezing, blowing your nose
 - Close contact
 - Emergency drills

Hand sanitizer dispensers will be provided at all designated entrances and in various locations around the building, including all classrooms.

Please practice the following handwashing and hand sanitizing routines at home to prepare your child for the new expectations:

- Hand Washing:
 - Wet hands with water
 - Apply soap
 - Scrub hands for **20 seconds**
 - Rinse off soap with water
 - Dry hands with hand dryer
- Using Sanitizer:
 - Apply sanitizer
 - Rub all over hands (top, bottom, between fingers) for 20 seconds
 - Cover hands until dry (~ 20 seconds)



Cleaning Protocols

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets will be cleaned and disinfected at a minimum of four times a day. Serendipity Center is following the required cleaning and disinfecting guidelines in the Oregon Department of Education's Ready Schools, Safe Learners guidelines.

Ventilation

Serendipity's HVAC system is set to operate with the maximum air exchange capacity possible for the current system in all rooms including the health office.

Serendipity is on a quarterly maintenance schedule for its HVAC system. This includes the following:

All air filters are maintained and replaced as necessary to ensure the proper function of the ventilation system; and all intake ports that provide outside air to the HVAC system are cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system.

Serendipity's Facilities Coordinator regularly inspects the HVAC system to ensure it is working properly and schedules or performs out of cycle maintenance if necessary.

Additional windows have also been installed throughout the building to increase maximum outdoor air exchange.

COVID-19 Exposure Protocol

When a person becomes infected and tests positive for COVID-19, it is important that they notify Serendipity immediately. This is confidential information and will be limited to the fewest number of people who need to institute safety procedures to avoid further spread of the virus.

If there is a presumptive or confirmed case of COVID-19 identified at Serendipity:

The ill person is isolated and sent home as soon as possible.

The cohort logs are reviewed to determine anyone who was in close contact with that person over the prior 14 days. The safety coordinator or health assistant will then contact the Local Public Health Authority (LPHA) to report the case and seek guidance about quarantine and isolation.

Serendipity's Health Assistant will contact the families of any students who may have been exposed and provide any guidance from LPHA. Students who have to quarantine or isolate are provided Comprehensive Distance Learning.

Serendipity's Health Assistant, Safety Coordinator, Human Resources Manager, and Supervisors will also ensure the implementation of all guidance from our LPHA to apply that guidance to Serendipity's staff to quarantine or isolate.

It is possible that, under the direction of our LPHA, we may be required to temporarily revert to Comprehensive Distance Learning for one or more classes in response to a COVID outbreak. Our hope is that we can minimize or avoid this possibility through adhering rigorously to the protocols listed above.

We therefore ask that all families support their students in following the appropriate health and safety protocols to their best of their ability.

Talking to your child, explaining the reasons for the expectations in a way they can understand, and practicing the routines before returning to school can help with this. If you need any help or support, please reach out to your child's case manager.

