



NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

2020-21 REOPENING HANDBOOK FOR FAMILIES

UPDATED SEPTEMBER 15, 2020



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Superintendent's Message

Welcome to the 2020-21 School Year! This year will be like no other; we are all experiencing the strain and uncertainty that accompanies this pandemic. Despite that uncertainty, we owe it to our students to make school healthy, safe and fun this year. And, we owe it to you, our community of NMCUSD parents and guardians to empower you as student allies, while easing some of the burdens this new reality places on you and your families. We hope that this first edition of our Reopening Handbook for families will help.

Our District team has crafted a detailed reopening plan that takes the needs of students, parents and staff into consideration, while adapting to changing guidance from State and County health officials, who we continue to meet with regularly to ensure the safety of our whole community. This handbook includes the most essential pieces of our reopening plan, consolidating them into a **one-stop-shop** for parents to use as a resource throughout the year, with links to school procedures and pertinent information that will be continuously updated. If you cannot find the answer you are looking for in this guidebook or on our [website](#), we have included contact information for your child's school principal and he/she will respond appropriately. The [Family Resource Center](#) is also available to provide assistance, or you can call our Support Helpline at 831-633-3343 ext. 1503.

The theme of this school year – for all of us -- is **adaptability**. And, to make sure we are fully prepared, we have created detailed plans around three 'levels' of learning to accommodate the changing health and safety restrictions required by our State and Local officials. Per County and State mandates, we are starting the school year in **[Level 1: Distance Learning](#)**, which involves virtual learning five days a week, with a few identified students participating

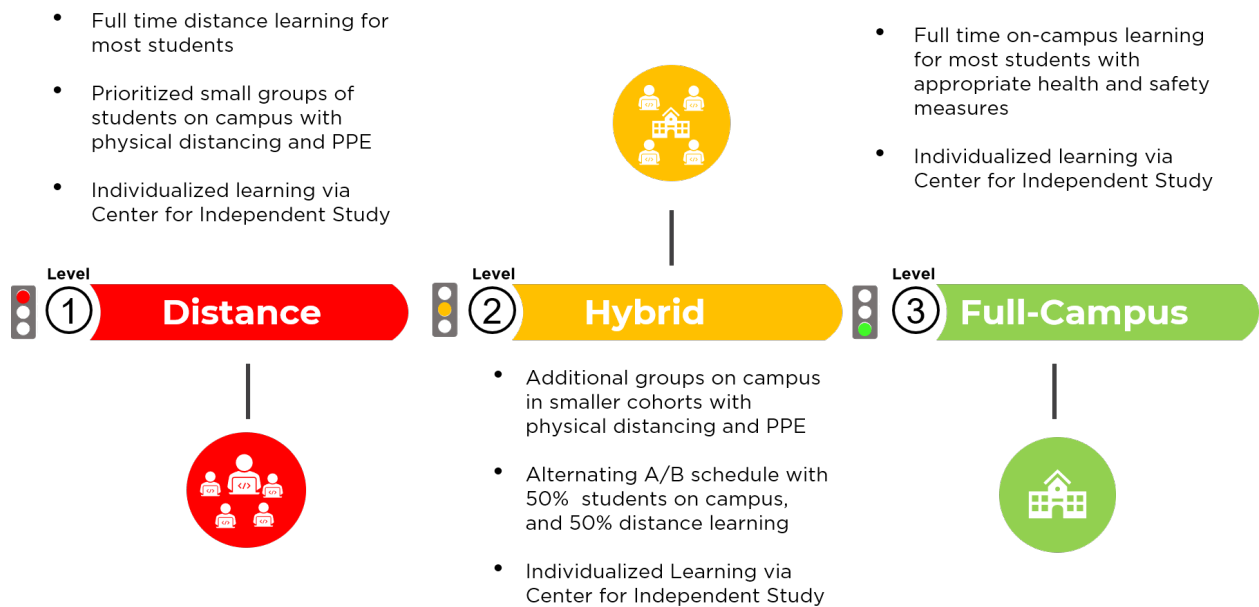
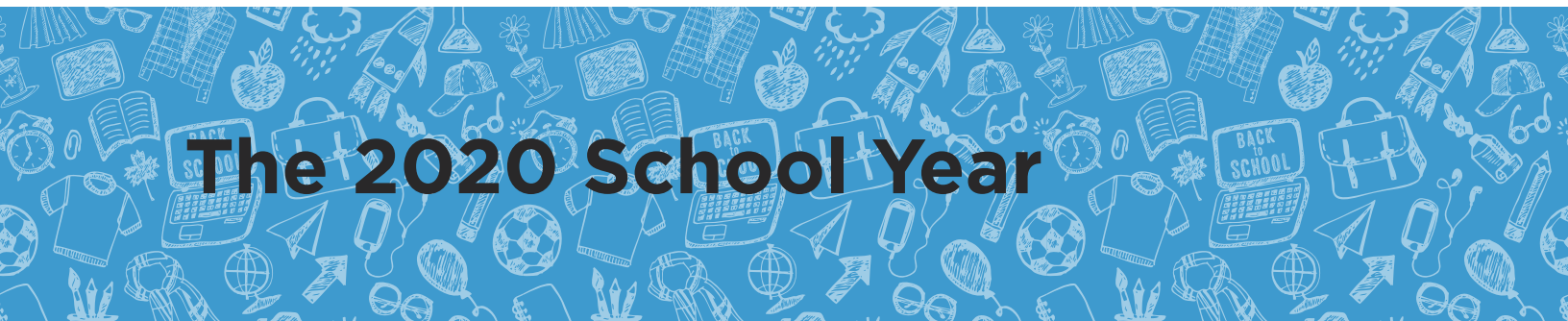
while supervised on-site. We can move into **Level 2: Hybrid Learning** for all students when we have been given the green light from the County and, as a District, we feel we can safely bring small groups back onto campus for in-person instruction following a rotating “A/B” schedule for students, Pre-K through 12. **Level 3: Full On-Campus Learning** will only occur when cases in our State and County go down dramatically and are maintained at safe levels. During all levels, we will provide options for both full Distance Learning and Individualized Learning for those families with continued health concerns.

While we may not be open for “normal” instruction, I want everyone to know our schools are open for any needs our families or students may have. On our recently updated website you will find a new series of videos around important topics like safety, cleaning, learning, technology, student and parent resources, infection prevention and reporting and tracing processes. As guidance changes, we’ll continue to update this Handbook, as well as our website.

Please know that our main focus right now is on our students and providing them the best educational experience we can given the constraints in this ‘new normal’ for learning we all have to face. We are all in this together, so I want to thank you and our community partners for your continued support as we navigate these changes. Don’t forget to download our North Monterey County USD [app](#), which will provide up-to-date news and information for all NMCUSD schools and programs.

A handwritten signature in blue ink that reads "Kari Yeater". The signature is written in a cursive, flowing style.

Kari Yeater
NMCUSD Superintendent



The year will start off in Level 1: Distance Learning mode with the hope of transitioning to either Level 2: Hybrid Instruction, or Level 3: Full On-Campus Learning as we are permitted by the County. We are committed to providing a healthy, safe and fun learning experience for all our students. This [video](#) provides a brief overview of how we plan to start our school year.

Return to School

School Academic Calendar for 2020-21

Please use this [link](#) to access the school academic calendar for 2020-21

Classrooms

All school campuses and classrooms have been deep-cleaned and sanitized over the summer. Any spaces used by staff, or for services such as essential child care, are regularly cleaned and have been reconfigured to provide a minimum of six feet between desks. Excess furniture has been removed or repurposed for outdoor learning.

Schedules

Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
9:00-9:30	Weekly Jumpstart	9:00-10:20	Block 1A	Block 1 B	Block 1 A	Block 1 B
10:15-10:30	Break	10:20-10:35	Break	Break	Break	Break
10:45-11:45	Academic Support Sessions	10:35-11:55	Block 2 A	Block 2 B	Block 2 A	Block 2 B
11:45-12:30	Lunch	11:55-12:40	Lunch	Lunch	Lunch	Lunch
12:30-2:10	Academic and Counseling SEL sessions	12:40-2:00	Block 3 A	Block 3 B	Block 3 A	Block 3 B
2:10-2:50	Advisory/Homeroom Weekly Roll Out	2:00-2:45 or 2:45-3:30	Band or Spanish ELA (Optional)	Band or Spanish ELA (Optional)	Band or Spanish ELA (Optional)	Band or Spanish ELA (Optional)
2:50-3:30	Independent Study and Work Time	2:00-3:30	Independent Study and work completion time	Independent Study and work completion time	Independent Study and work completion time	Independent Study and work completion time

Middle School Distance Learning Schedule

SAMPLE 20-21 CLASS SCHEDULES

9 th Grade	1 st SEMESTER	2 nd SEMESTER
Class 1	English I	21 st Century (Quarter 3) Health (Quarter 4)
Class 2	PE I	Math I
Class 3	Spanish Language Arts I	Percussion
ELD / SPED Support	ELD I, II, III for both semesters instead of English I Tutorial or AVID as an Elective ASB / CONCERT BAND / MultiMedia Art - YEARLONG 4 th Class Option	
10 th Grade	1 st SEMESTER	2 nd SEMESTER
Class 1	World History	English II
Class 2	Math II	PE II
Class 3	Ceramics	AP Computer Science Principles
ELD / SPED Support	ELD I, II, III for both semesters instead of English II Tutorial or AVID as an Elective ASB / CONCERT BAND / MultiMedia Art - YEARLONG 4 th Class Option	

High School 2020-21 Class Schedule Sample

Each school site will be posting weekly schedules for their students on the school website, and eventually on individual teacher sites. The schedules will include what work should be completed each day, with specific times for synchronous and asynchronous learning, and the best time to connect with your student’s teacher for support. Sample schedules are linked below.

K-12

- [Sample Distance Schedules](#)
- Potential Hybrid Schedules - Available when we move into this stage.
- Potential Full On Campus Schedules - Available when we move into this stage.

Other Learning Options

Parents interested in enrolling their student(s) in NMCCIS or homeschooling need to apply/enroll via the NMCCIS site linked below.

- [NMCCIS](#) – read the [press release](#).
- Through NMCCIS, there is a [homeschooling](#) option for elementary students where parents are provided all curriculum, instructional resources and educational activities with the assistance of a teacher.

TK/K Enrollment and Options

- Incoming TK and Kindergarten students should enroll and complete an in-person meeting with the principal and teacher for an initial assessment and placement. If you have not been contacted, please reach out to your school principal.
- TK students, still four years of age, can also opt to enroll/stay in preschool.
- Tablets will be assigned to parents/students during their assessment appointment to promote ongoing parent involvement, and as a means for parents to work collaboratively with teachers in assessing student progress.

Special Education or 504 Plans

Special Education teachers/Case Carriers and Site Administrators will review all students' IEP goals or 504 plans.

- Best options will be determined for delivery of instruction and support.
- Students will be supported in both a distance learning format and with some onsite services.
- Each solution is based upon the individual student, his or her parent/guardian, and teacher(s), with staff and site administrators reviewing and planning.
- Contact your site principal and case carrier with questions.

Student Behavior and Citizenship Expectations

Remote learning is challenging for many students and families, so we've instituted some remote digital and in-person 'citizenship' requirements to offer guidance on teacher expectations and student protocols.

- [Digital Citizenship](#)- As outlined in our [Back to School packet](#), students are expected to join their classes on time, regardless if they are conducted on-line or in-person. They are also expected to stay engaged during instruction, use their Google classroom accounts and/or instructional packets and the weekly schedules to complete their work in the included timeframes and understand how to contact their teachers.
- [In-Person Citizenship](#) - Also noted in the [Back to School packet](#), when participating on-site learning with supervision and/or in-person learning, students are expected to follow current rules on social distancing, face masks, hygiene and other behavior expectations outlined by the school.

Before/After School Care

For general care information please call 831-633-5975 or visit the [Family Resource Center](#) for more information.

Pre-School/Infant & Toddler Programs and Child Development

Kid Zone School Age Child Care

ASES (After School Education and Safety) Program

- Collaborates and integrates schedules and activities to compliment the regular school day.
- Provides extended learning opportunities, including educational, literacy and enrichment.
- Offers a safe physical and emotional environment, opportunities for relationship building, and promotion of active student engagement.



Instruction

Student Engagement

- As our [Back to School Packet](#) explains, Digital and In-Person Citizenship is expected and it is important that all students join their classes on time, stay engaged during instruction, use their Google classroom and/or instructional packets, and weekly schedules to complete their work in the included timeframes, and understand how to [contact their teachers](#).
- Parents should reach out directly to teachers for assistance if any issues arise at school or home.
- When we move to Hybrid Learning, students will be expected to arrive to their site on time and ready to learn.
- On-site students will be expected to follow current social distancing, mask and hygiene requirements, as well as other school expectations.

High Quality Instruction

- ‘Distance Learning’ means teachers and students are physically separate during instruction. We are making various technologies, instructional materials and activities available to facilitate learning.
- ‘Synchronous Learning’ is defined as a group of students engaged in learning at the same time, either working together online or in a physical classroom.
- Live instruction occurs when there is two-way communication between teachers and student(s) during the school day.
- We have designated a minimum number of instructional hours daily, and per week, for synchronous learning, including mandatory homeroom advisory class for each student on Mondays. School and Teacher Weekly Schedules are posted on the [school website](#) and included in each weekly packet.

Student Learning & Assessment

- Teachers will conduct a diagnostic assessment to determine where each student is within his or her grade level.
- All students will receive a weekly instructional schedule that outlines when online instruction will take place and when students should be working on their own or in small groups.
- Students and parents should use the weekly schedule to track their progress and understand what needs to be turned in to complete weekly minutes.
- Teachers will complete a weekly accounting and report back to students/families each week, while also launching the next week's lessons.
- Parents are encouraged to track their child's attendance, progress in completing assignments and related performance/grades via the parent portal in [Illuminate Parent Portal](#).
- State or Local assessments may still happen this year. We will update you when we have more information.
 - ◊ Currently, an initial assessment for newly enrolled students with home language other than English will be scheduled as an ELPAC assessment.
 - ◊ All incoming TK/K students will participate in readiness and other diagnostic assessments.

Social Emotional Support

Schools have school psychologists, social workers, mental health therapists and other resources to support students and families;

- Contact your teacher or school [principal](#) with any specific needs or concerns.
- Contact the [Family Resource Center](#).
- [NMCUSD Additional Resources](#).

Support & Accommodations

- Teachers will be students' first point of contact for any special needs they might have.
- Parents should contact their student's principal with any questions or needs they have.



Learning Management

Technology – All K-12 students will be provided a Chromebook or tablet for use at home.

- For two-way learning, all returning students in grades 4-12 who did not previously check out a Chromebook will be provided a device.
 - ◊ We have identified need and distributed devices at each grade level. If a student doesn't have a device, please contact your school principal.
 - ◊ Incoming TK and K parents will be provided a tablet at their diagnostic assessment appointment.
 - ◊ Via a state grant, an additional 2750 Chromebooks/tablets and 200 laptops have been ordered and are currently being received.
- The District also purchased 1300 hot-spot Wi-Fi devices and service plans for families identified in need through a state program with AT&T. The devices have arrived and are being programmed. Invited families will get one per family, checked out to the oldest student. We will let families know when they can pick them up.
- Wi-Fi access is available in parking lots and three mobile Wi-Fi equipped vans will provide internet access to students that don't have it. Our website has parking lot Wi-Fi [maps](#) and times for all school campuses.
- Anyone needing devices or internet should contact their school principal.
- A Technology Use [Agreement](#) must be signed and turned into your student's teacher along with Distance Learning consent form and a [Device Loaner Agreement](#).

Only District issued devices and equipment will be supported

- Internet service and connectivity will be monitored as students begin to fully participate in online instruction and additional bandwidth had been secured due to new Zoom and other classroom app requirements.
- Teachers will check in with students daily and monitor whether access is an issue and provide options as needed.

Other Technology Platforms

- [Illuminate's](#) Parent Portal is available to track schedules, attendance and grades.
- Google Classroom and [other classroom apps](#) will be used for classwork.
- Zoom will be used for live instruction.
- Use the District [app](#) for communication and resource links.
- Instructional materials and paper packets, as needed, will be distributed weekly with meals. You can always request a paper packet through your school principal.

[Tech support hotline](#) and replacement support.

Health, Safety & Sanitization

Family Checklists for Returning to School

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

Safety

- Students and staff returning to campus for instruction will be screened daily with a set of questions related to possible symptoms or exposure, along with a no-touch device to check temperatures.
 - ◊ More information on [screening](#).
- Each school will have:
 - ◊ Hands-free drinking water stations
 - ◊ Handwashing stations
- More information on [Hand Washing/Sanitization](#).
- Outdoor Learning areas will be used whenever possible.

Personal Protective Equipment

- Masks will be required for all staff and students per State and Local guidelines. These restrictions may change as we move to a hybrid learning environment.
- The District will provide staff and students with masks that are washable. Proper use and disposal practices will be shared with students and staff.
- Proper handwashing techniques and cough covering will be taught and enforced.
- More information about mask [requirements](#).

Classroom Capacity

- Any classrooms being used have been reconfigured to provide a minimum of six feet between desks and extra furniture has been removed. Capacities will be strictly monitored to ensure social distancing is possible.
- Outdoor learning will be conducted when possible.
- Snacks and lunch will be held outdoors whenever possible.

Social Distancing

- Staff will abide by social distancing requirements and are trained to remind students to do the same, with consequences for not adhering to the requirements.
- As noted in our [Back to School packet](#), our In-Person and digital citizenship agreements specify that students will follow rules related to keeping themselves and others safe.
- This includes following current mask, hygiene and social distancing rules.
- More information on [Social Distancing](#).

Cleaning

- Cleaning, disinfecting and sanitizing protocols have been implemented for cleaning classrooms, restrooms and office spaces daily.
- Including classrooms, restrooms, playgrounds and buses, all facilities are disinfected daily, utilizing dedicated disinfecting equipment.
- Hospital grade restroom and classroom sanitizing equipment is being used nightly. A [new UVC light](#) is being used to disinfect all surfaces and the air, eliminating mold, germs and viruses.
- Older sites have new circulation processes to increase airflow, including opening doors and windows, installing fans and using the [UVC light](#).
- The [UVC light's](#) safety features include GPS tracking to ensure each room is cleaned daily.

Monitoring/Screening

- Students being dropped off will be asked a series of questions each morning and have their temperature taken before exiting the car.
- Students will be escorted to their classrooms.
- All staff will complete a daily survey before starting work and will have their temperature taken.
- Regional, dedicated locations for testing, along with a local pop-up tent, are available for anyone needing testing.
- Anyone who believes they have been exposed must get tested and quarantine for 14 days.
- Staff and students may not return to school until they are symptom/fever free for 48 hours, without medication, following a 14-day quarantine.

Infection Procedures

- The District will follow the CA Dept of Health [directives](#) for any possible infections/exposures.
- Anyone with symptoms or testing positive will be screened and the District will begin contact tracing and notification.
- Those exhibiting symptoms must be tested and quarantine for 14 days if positive.
- Those exposed will be asked to quarantine for 14 days.
- Locations they visited will be [decontaminated](#).
- School nurses and other health professionals have completed contact tracing training.
- The District will report all cases to the County Health Department - more information on [reporting](#).
- Staff and students must complete the 14-day quarantine AND be symptom free for 48 hours without medication before they may return to school.
- More information on [exposure, screening and quarantining](#).

Visitors

- Visitors will be restricted and must have a scheduled appointment with the site administrator in order to enter campus facilities.
- Masks will be required when on campus at any District facility - more [safety information](#).



Wellness

Family Engagement and Support Practices

- The District is offering [trainings](#) for health and safety, academics, social and emotional wellbeing.
- Packets picked up every [Monday](#) will include information for the coming week regarding new services or support, along with updated schedules.
- Families can track attendance, grades and assignments via the [Illuminate](#) Parent Portal.

School-Based Mental Health Services

- [District Resources](#)

Social/Emotional Health

- [NMCUSD](#)
- [Monterey County of Health](#)
- [NAMI](#) Monterey County

Behavioral Support System

- [Behavioral Support](#)



Transportation/School Entry Point

Drop off/Pick Up Procedures

- Because of different learning plans, drop off/pick up locations may be subject to change. Each campus will have a specific location for entry for visitors/parents, noted on each [schools' website](#) and via campus signage.
- Parents or students needing to drop off weekly packets can do so during the weekly pick-up or in clearly marked mailboxes located on each campus.

Buses

- Families needing bus service must fill out the Bus Pass [form](#).
- For students returning to onsite learning, schedules will be developed based on need and location. You will be notified of drop-off/pick-up locations and times and schedules will be posted on the District [website](#).
- Buses will have limited seating to ensure social distancing.



Nutrition

On-Site

Meals are prepared, packaged and sealed in the central kitchen

- Grab n' Go upon arrival.
- Meal delivery may be made to classrooms.
- Outdoor dining will be encouraged.

Meal Pick-Up

Multiple day [meal](#) distribution occurs on Mondays

Sanitation

- All nutritional staff will follow the same guidelines outlined above and wear appropriate PPE equipment.
- Staff are screened daily.
- Kitchen cleaning and sanitization procedures have been revised.

Child Nutrition

Visit our [website](#) for information, resources and meal schedules.

Athletics & Extracurricular Activities

Athletics/Extracurriculars

Currently, the NMCUSD Board has not yet approved athletics or extracurricular activities. When approved, the District will follow CCS guidelines when we receive approval from Local health officials.

- [CIF Guidelines for Sports](#)

Get Help

- District [website](#) and [phone](#)
- [Helpline](#)
- [Tip Line](#)
- [Download the District App](#)
- [Social Media](#)
 - ◊ [Facebook](#)
 - ◊ [Twitter](#)
- [Illuminate](#) parent portal
- [Ask the Superintendent](#) email
- [FAQs](#)
- Contact Information
 - ◊ [Schools](#)
 - ◊ [County Office of Education](#)
 - ◊ [Monterey County Department of Health](#)
- Family Resources
 - ◊ [Family Resources](#)

For More Information

- [Center for Disease Control](#)
- [California Department of Education](#)
- [California Department of Public Health](#)
- Family [Checklists](#) for Returning to School
- [Cleaning and Disinfecting Households](#)
- Social Distancing [Guidelines](#) for Schools
- [Teen Mental Health](#) (English and Spanish)