



# Return to Campus

Family Info Meeting

# Meeting Agenda

## Instructional Information

- Bell Schedule, Attendance, etc.

## Campus Policies and Procedures - What will the day look like?

- Masks and Social Distancing
- Health Screening
- Arrival, Pick Up
- Passing Periods/Breaks
- Restrooms
- Lunch
- Lockers
- General health and safety precautions in place
- Sickness at school or positive case identified
- Orientation, Monday Oct. 26



## Parent, Student, and School Responsibilities

# A/B Instructional Schedule: Considerations

- Student and staff safety - limited number of passing periods to limit daily exposure, extended time between classes for sanitizing of student surfaces and staggered hallway release
- Student Learning - increase instructional minutes and the ability to have direct instruction and application take place concurrently.
- La Reina at Home participation - opportunities for students at home to take screen breaks, ability to complete application work synchronously during class time with direct access to teacher via zoom

## Bell Schedule - On Campus Instruction - Starting Oct. 27

### Alternating A/B Block Schedule

#### A-1

8:30-9:45: Period 1 +  
Announcements

10:00-11:10: Period 3

11:10-11:20: Staggered Lunch  
Dismissal

11:20 -12:00: Lunch

12:05-1:15 Period 5

1:30-2:40 Period 7

#### B-1

8:30-9:45: Period 2 +  
Announcements

10:00-11:10: Period 4

11:10-11:20: Staggered Lunch  
Dismissal

11:20 -12:00: Lunch

12:05-1:15 Period 6

1:15 Dismissal for most students

1:30-2:40 X Block Courses

Vocal Arts will meet during Zero Period (7:15-8:15) on Tuesday, Wednesday, Thursday

The portal will remain your most up-to-date calendar for daily schedule and pick up times.

## Special Schedules

### B-2 Mass/Activity

8:30-9:45: Period 2 +  
Announcements

10:00-11:10: Activity

11:10-11:20: Staggered Lunch  
Dismissal

11:20 -12:00: Lunch

12:05-1:15: Period 4

1:30-2:40: Period 6

### B-3 Faculty Meeting

8:30-9:45: Period 2 +  
Announcements

10:00-11:10: Period 4

11:10-11:20: Staggered Lunch  
Dismissal

11:20 -12:00: Lunch

12:05-1:15: Period 6

1:15: Dismissal for ALL students

1:30-3:00 Faculty/Staff PD

# Attendance Policies

For students participating in **La Reina on Campus** and **La Reina at Home**:

- Present: Student is in attendance on an in-person learning day OR is participating in an online class session, an online assignment, an online discussion, or completes an assignment which is returned to the teacher or has a conversation with the teacher electronically or otherwise about progress in the course.
- Absent: Student is not in attendance on an in-person learning day or does not communicate with the teacher electronically or otherwise during a distance learning day.

*After the third day of absence due to illness, a doctor's note is required to resume on-campus instruction.*

Report absences to [attendance@lareina.com](mailto:attendance@lareina.com) by 8am, indicating if the student plans to “zoom” in for the day’s instruction.

# La Reina at Home Policies

Students are to continue to abide by the La Reina at Home Handbook and expectations, including:

- Attending class via Zoom
- Submitting work in a timely and appropriate way as determined by instructor
- Accessing Zoom links prior to the start of class to facilitate attendance

Teachers will continue to offer direct instruction via Zoom. LR at Home students will be able to complete application work synchronously within the class period in order to have teacher feedback and assistance

## Attendance and Extra-Curricular Activities

Students who choose the **La Reina at Home** instruction option may attend sporting practices or extra-curricular activities on the days they attend online classes.

Students who select the **La Reina on Campus** instruction option must attend class in-person to be eligible to participate in athletic practices or extra-curricular activities on a given day.

***\*\*If your student has a routine doctor's appointment that requires her to miss a portion of the day, please continue to email attendance@lareina.com with doctor's note.***





# Mask Guidelines

Students must wear a cloth face covering that covers nose and mouth and under the chin.

Face coverings with a valve feature are not permitted. *Face shields may only be worn in addition to an appropriate face covering.*

In accordance with CDC recommendations, gaiters and bandanas are not permitted.

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	

<https://www.cdc.gov/coronavirus/2019-ncov/prev ent-getting-sick/about-face-coverings.html>

# Mask Guidelines

## PE and Athletics:

"Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). **Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings.** Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering." Page 3 CDPH youth guidance.

## Meals and Snacks:

Students will maintain social distancing by standing/sitting on one of the social distancing dots on the lunch patio or sitting (one person per table) on the patio tables. Masks may only be removed to eat or drink and should be promptly replaced.



# Social Distancing

Students and staff must maintain social distance. There is no stopping/congregating in the hallways and walkways.

Social distancing dots are on the lunch patios and grass spaces on central campus.

Activities that require individuals to be less than 6' apart should be limited (occasion and duration): passing out papers, direct instruction of proper use of equipment, etc.



# Health Screening

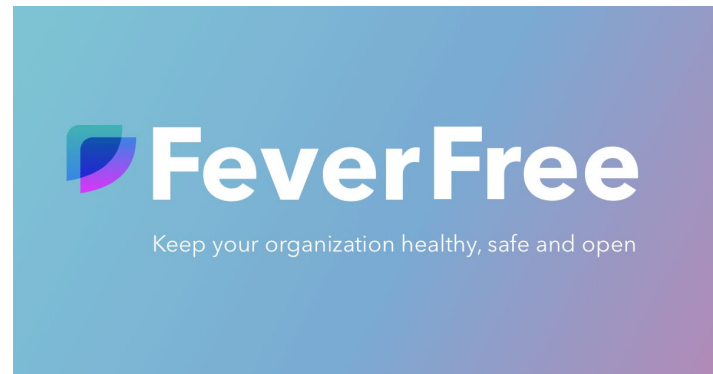
La Reina has contracted with Fever Free for our daily health screening.

Before arrival to campus, students must submit their temperature and a symptom screen to receive a “clearance badge” to show upon arrival.

**Accounts will be through the STUDENT email address. Please make sure everyone in your household has the login credentials.**

**Fever Free registration invites will be sent Wednesday to STUDENT EMAIL addresses.**

Benefits: increased efficiency and efficacy



# Drop Off and Pick Up Procedures

Due to increased supervision requirements, students may not arrive prior to 8:00am.

Upon arrival,

- Grades 6-11 (lower/main lot), Grade 12 and Staff (upper lot)
- Drivers will show their FeverFree clearance badge to security or administration prior to exiting the car. Students in carpools will need to each show their clearance badge on their phone, iPad, or laptop.
- Students who arrive early (8:00-8:20am) are to report to the HS/MS patio and are to remain on a social distancing dot. Students arriving after 8:20 should report directly to their first class of the day.
- Classrooms will be open starting at 8:20 to ensure student supervision.

Students should leave campus after their final class of the day, unless under the direct supervision of an adult through a school-sponsored activity (examples: club meeting, athletics, play rehearsal, etc.).

- *Students are to wait on a distancing dot under the gym overhang or in the bus loading zone until their ride arrives. We encourage parents to arrive a few minutes early and PARK in order to facilitate distancing during pick up.*
- *Those students who need to remain on campus after school until their activity begins must report to the MS/HS lunch patio and sit socially distanced at a table or on a dot. If extenuating circumstances require a student to wait for a parent to pick her up, please contact the school on an as-needed basis.*

# Passing Periods and Breaks

- At the bell, teacher directs half of the classroom to pack up their belongings and sanitize their desk. On A Days, students with last names A-K will be dismissed first. On B days, students with last names L-Z will be dismissed first.
- Teacher then dismisses the first group of students by row to exit classroom once their space is clean. Students throw away cleaning wipe/paper towel as they exit.
- Remaining students sanitize their desk and any shared surfaces as directed by teacher.
- Teacher dismisses remaining students by row to exit once their space is clean, throwing away cleaning wipe/paper towel as they exit.
- Students are to wait on a social distancing dot outside until their classroom is open and/or until the 5 minute bell.
- As students enter the room, they are to sanitize their hand and wait (distanced) until they can sit at their desk.

During passing periods, students must maintain social distance. There is no stopping/congregating in the hallways and walkways. If students would like to talk with friends or have a snack or drink, they may do so by standing/sitting on one of the social distancing dots on the lunch patio or sitting (one person per table) on the patio tables. Masks may only be removed to eat or drink and should be promptly replaced.

# Restrooms

Restroom capacity limits are posted on the exterior doors of each restroom. Students are expected to hang their student ID lanyard (provided) on the hooks directly adjacent to the restroom entrances to indicate how many students are in the restroom in order to avoid overcrowding.



During class time, students are expected to use the restroom within their academic building. Teachers may only dismiss students one at a time. Students must sign out of class.

At lunch, the following restrooms will be open: 100s (HS only), 200s (mixed), 500s (MS only)

# Lunch

Dismissal to lunch will be staggered by last name. On A Days, students with last names A-K will be dismissed first. On B days, students with last names L-Z will be dismissed first. Students are encouraged to wash/sanitize their hands prior to and after lunch.

During lunch, students must maintain social distance. There is no stopping/congregating in the hallways and walkways. Students must sit either on a social distancing dot or at a lunch table (one student per table as indicated). Masks may only be removed once seated and eating lunch. Masks should be promptly returned when not eating or drinking.

Students are to sit in one of the following areas for lunch:

- Senior Patio - Seniors only
- 6th Grade Patio (outside rooms 501-504) - 6th grade only
- Back Lunch Patios - Open to all grades
- Grass areas between 100s and 200s building - Open to all grades
- During inclement weather, the following areas may be available for additional seating: Gym, 300s Overhang, Gym Overhang

Students are not permitted to eat in the cafeteria, classrooms, or offices. Club meetings and student activities should be planned accordingly. When planning such activities, moderators should consider outside spaces that allows for sufficient social distancing and scheduling that allows time for students to eat prior to arriving.



# Cafeteria Policies

**Pre-Order Required:** To purchase lunch for your daughter, you must first register on our partner website [myschoolaccount.com](https://myschoolaccount.com). Once registered you will proceed to add your student to your account. Please visit the “Student Life,” tab on La Reina’s website for a step-by-step tutorial. Lunch orders must be placed by 9:00 p.m. the previous day so that we can accommodate all orders. You will find the pre-order button on your [myschoolaccount](https://myschoolaccount.com) page.

Students will use their school-issued ID card to purchase lunch through a contactless barcode scan. If a student forgets her ID card or does not have one, she will need to know her student ID number. If a student loses her ID card, you will need to contact Cornerstone Photography to request a new ID card.

To facilitate the purchase process, students should know what food they pre-ordered. Masks must be worn while in the cafeteria line. No backpacks, bags, or carts are permitted in the cafeteria line. The cafeteria is NOT open for seating.

Contact Cafeteria Manager, Cameron Parton, directly with questions at 805-495-6494, extension 1042, or [cparton@lareina.com](mailto:cparton@lareina.com).



# Lockers

Only middle school students and those students in a high school PE elective or dance course will be assigned a locker to store PE supplies. Student athletes will have the option to be assigned a locker for the duration of their season in order to store athletic equipment. Lockers may not be used to store lunches or school supplies and should only be visited during the passing period before/after the class that requires athletic equipment.



# General Health and Safety Precautions

## **Cleaning Procedures**

*In addition to nightly classroom/campus cleaning and weekly electrostatic cleaning,* additional cleaning practices include;

- Regular sanitizing of high-traffic surfaces such as door knobs.
- Restrooms: counters and sinks will be cleaned midday. Bathroom stalls will be rotated (half open AM/half open PM) midday and then ALL stalls will be sanitized each evening.
- Classrooms: Students will be expected to clean their desk surface between each class period. La Reina will supply cleaning supplies that meet CDC guidelines.
- Athletic equipment: All equipment will be cleaned according to current athletic guidelines

## **Classroom Ventilation**

To increase ventilation, the following protocol are in place:

Classrooms with 2 doors:

- Both doors open during student arrival/dismissal. Teachers may close doors during passing periods and prep periods if they need students to remain out of the room.
- One (entrance) will remain open during instruction.
- At least one window will be open.

Classrooms with 1 door:

- Door and window will remain open during passing periods and during instruction.

# COVID Progressive Conduct Policy

All members of the La Reina community are asked to adhere to specific health and safety protocols during the current COVID-19 pandemic. It is an expressed condition of enrollment that all students and parents/guardians read, sign, and abide by the Regent Community Wellness Pledge outlining the school's policies and expectations for maintaining a safe environment.

Any individual not conducting him/herself in accordance with the current health and safety guidelines may be subject to disciplinary action, including but not limited to, loss of the ability to attend in-person instruction on La Reina's campus.

Willful disobedience of the health and safety protocols during the current COVID-19 pandemic may result in the following progressive consequences:

- 1st offense: Referral to the Dean of Students;
- 2nd offense: Suspension from on-campus instruction;
- 3rd offense: Loss of ability to attend on-campus instruction.

# Communicating Concerns

Please use the following communication guidelines to share COVID-related concerns:

- For facilities related concerns: contact Laird Wilson, Director of Facilities ([lwilson@lareina.com](mailto:lwilson@lareina.com))
- For student conduct concerns: contact Dan Peeters, Dean of Students ([depeeters@lareina.com](mailto:depeeters@lareina.com))
- For staff conduct concerns: contact Cheri Barrera, Human Resources ([cbarrera@lareina.com](mailto:cbarrera@lareina.com))

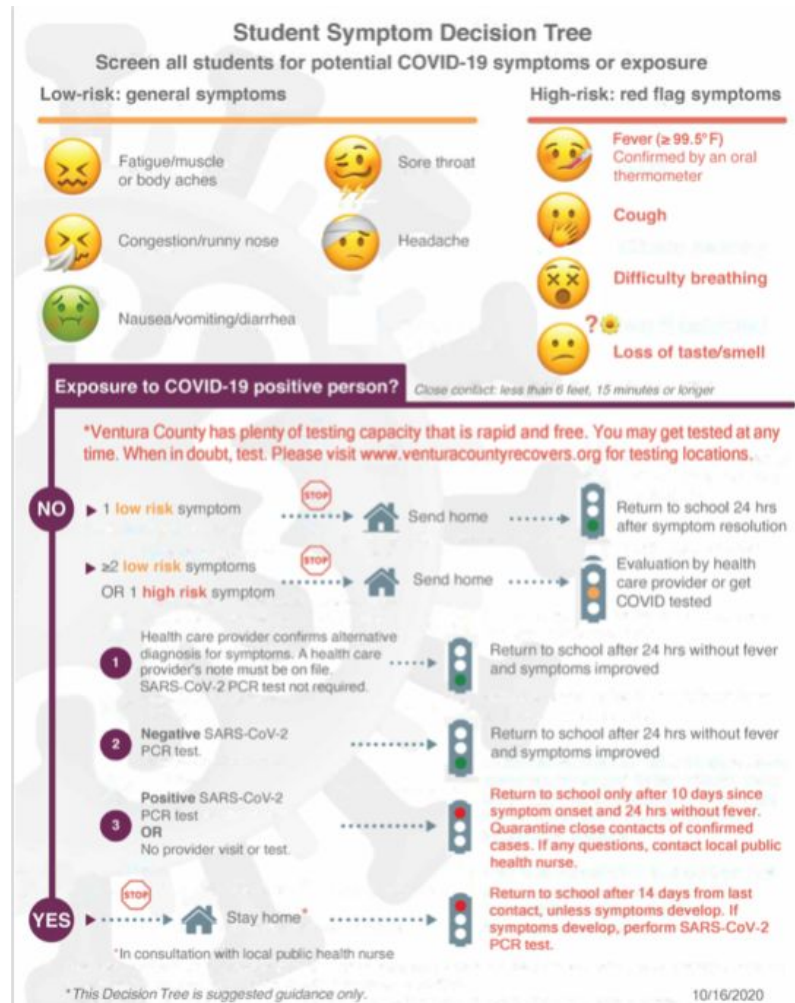
The student portal will have an “anonymous tip” link on their Class of 202\_\_ group page. This form will go directly to the administration to investigate. Students will have the option to indicate their name if they would like a direct response.

# Sickness at School

In the event a student experiences any symptom of COVID at school, the parent/guardian will have made arrangements for the child to be picked up at school in an expedient manner. Until a registered emergency contact comes to get the child, the student will be quarantined in a designated isolation room.

# Return to School

After the third day of absence due to illness, a doctor's note is required to resume on-campus instruction.



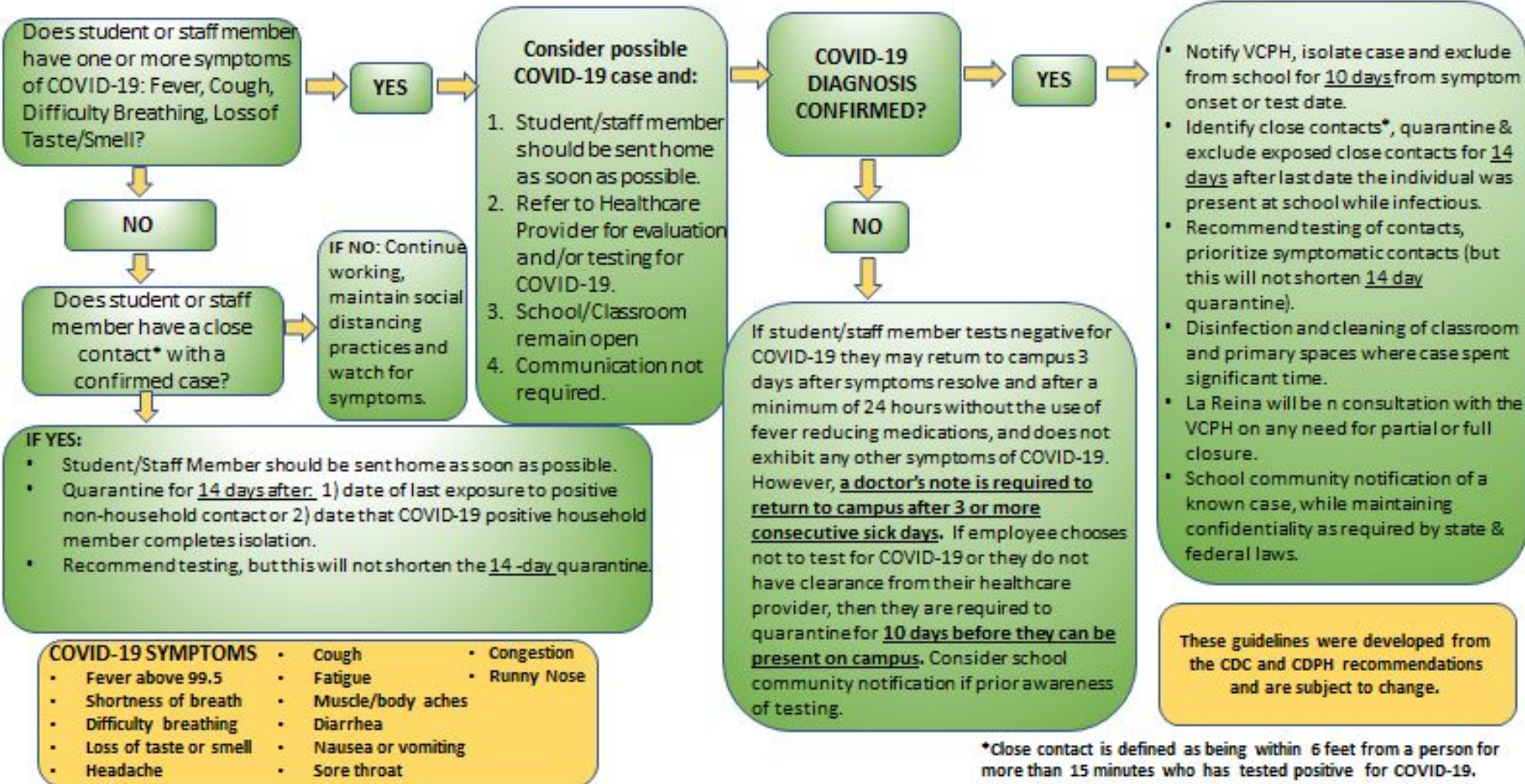
# Positive COVID Case in LR Community

Notify Dan Peeters, Dean of Students ([dpeeters@lareina.com](mailto:dpeeters@lareina.com)) immediately if your student has been in direct contact with a confirmed case of COVID-19, or if your student has tested positive for COVID-19.

La Reina will work in concert with Ventura County Public Health to determine appropriate steps in response to any confirmed COVID cases. The county will advise regarding classroom closure, quarantine, school closure, etc. based on the unique situation of each case.



# LA REINA HIGH SCHOOL & MIDDLE SCHOOL DECISIONS & NOTIFICATIONS FOR COVID-19



# Orientation: Monday Oct. 26

8:30-9:15 - New Student Orientation for New Students  
Grades 7-11 Returning to Campus

## **Session A**

9:30-11:35/40 - Return to Campus Orientation for New Students Grades 7-12 AND Last Names A-G

*Students will attend periods 1, 2, 3, 4 for orientation content and to test zoom logistics with remote students*

## **Session B**

1:00-3:05/3:10 - Return to Campus Orientation for Last Names H-Z

*Students will attend periods 4, 5, 6, 7 for orientation content and to test zoom logistics with remote students*

All Students are expected to participate either on campus or via zoom for their designated Return to Campus session.

Additional info will be emailed later this week

# Parent Responsibilities

- Complete daily health screening via FeverFree app, including taking student temperature via digital thermometer, by 8am each school day.
- Report absences to [attendance@lareina.com](mailto:attendance@lareina.com) by 8am, indicating if the student plans to “zoom” in for the day’s instruction.
- Notify Dan Peeters, Dean of Students ([dpeeters@lareina.com](mailto:dpeeters@lareina.com)) immediately if your student has been in direct contact with a confirmed case of COVID-19, or if your student has tested positive for COVID-19.
- Provide student with appropriate, clean masks for school. See mask guidelines on page 4.
- Provide student with a backpack, rolling bag, or rolling cart for her daily belongings (books, lunch, etc.). Students must maintain possession of their belongings throughout the day. PE students and athletes will be issued a locker for storage of individual athletic equipment and apparel for the duration of their course/season.
- Support La Reina’s COVID policies by reinforcing and discussing them with your student.
- Provide any necessary documentation for return to school after extended absence. See attendance policies on page 5.
- In the event a student experiences any symptom of COVID at school, the parent/guardian will have made arrangements for the child to be picked up at school in an expedient manner. Until a registered emergency contact comes to get the child, the student will be quarantined in a designated isolation room.
- In the event a student repeatedly violates health and safety procedures and is sent home, arrangements will be made for the student to walk/be picked up in an expedient manner

# School Responsibilities

- Remain up to date with CDC, state, and county guidelines regarding COVID-related policies and best practices.
- Provide necessary infrastructure, staffing, and materials to meet required guidelines regarding social distancing, sanitizing, contact tracing, etc.
- Maintain accurate and timely communication with families regarding campus health and safety.
- All faculty and staff are to abide by the Regent Community Wellness Pledge

# Student Responsibilities

- All students are to abide by the Regent Community Wellness Pledge (page 3).

# Regent Community Wellness Pledge

As a member of the La Reina Community, I am willing to take steps to stay well and protect the health of others. To that end, I will take responsibility for my own health and help keep the La Reina community safe by taking measures to stop the spread of COVID-19. I am committed to using good judgement, and adhering to the safety protocols outlined by the school and county health officials, both on and off campus.

## **I PLEDGE TO:**

### **PROTECT MYSELF**

- Remain vigilant for symptoms of COVID-19 and report any symptoms to a medical professional: temperature of 99.5 F or higher, cough, difficulty breathing, chills, muscle pain, sore throat, nausea, diarrhea, or fatigue;
- Wash my hands often with soap and water and use hand sanitizer;

### **PROTECT OTHERS**

- Maintain physical distance;
- Wash hands with soap and water routinely, or use hand sanitizer when ability to wash hands is not available;
- Wear appropriate face covering correctly;
- Stay home if I feel ill, or if I have been exposed to anyone who has tested positive for COVID-19;
- Support students who may be struggling socially or emotionally with the impact of COVID-19.

### **PROTECT OUR COMMUNITY**

- Carefully observe instructional signs and follow those directions on campus;
- Observe and uphold all La Reina COVID-19 policies and local guidelines;

**I PLEDGE TO UPHOLD THE ABOVE COMMITMENTS AND HELP KEEP THE LA REINA COMMUNITY SAFE.**