

2020-21 School Opening & Safety Plan



# Cabrillo High School

**A Guide to School Opening for Families**



# A Message from Principal Mark Swanitz

Conquistador Community,

In these times of uncertainty and confusion, Cabrillo High School has attempted to stay focused on our students: their academic progress and their mental well-being. Obviously this has been fraught with challenges for all of us, but thanks to the work of our students, their families, our staff, our counselors, our teachers and our administrators we are poised to have our students back on campus for school for the first time in over a year—for some, for the first time ever.

This document outlines our first steps back to normal. Throughout these many months, we have been imagining the day we would be able to once again deliver in-person instruction to our students. Through the thoughtful work of our site and district staff, we have designed a program that remains flexible and addresses the safe return to campus for those families who have opted for in-person instruction, while at the same time still providing options for those families who prefer to remain in distance learning for now. Our plan creates opportunities for all of our students and their families to find comfort in whatever educational setting they choose.

The foundation of this plan is the guidance we receive from both the county and state health departments. As you will read in the following pages, we have taken all of the recommendations and guidance and put it together in ways that make sense for our families. Our commitment remains simple: to provide a top-quality education that meets the needs of our students and prepares them for their future. Whether they plan to continue learning remotely or to return in-person, our students remain our focus.

Please take time to review this document. We will update it as necessary in the coming weeks and months to ensure that it is compliant with any new guidance. We will stay in touch with you through ParentSquare ([Hybrid](#), [Distance Learning](#) and [Independent Study](#)), our social media sites, our Conq Lounge Google Classroom, and our grade-level Google Classrooms.

We want to thank you for everything you have done so far to support your students and to encourage you to please continue to support them by keeping them focused on their academic work and referring to our [social-emotional support pages](#) when things seem overwhelming. We care deeply about your students and pledge to do everything in our power to keep them safe, healthy, and engaged in their education.

Be well,

A handwritten signature in black ink, appearing to read 'M. Swanitz', written in a cursive style.

Mark Swanitz  
Principal

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**Section 01**

# **Safety Protocols**



## Face Coverings and PPE

The health and safety of our students, staff, and families are of the utmost importance. Once students return to school to attend class, it will look much different than in previous years due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies and is subject to change with new information.

To ensure maximum learning for our students, we will maintain a continuity of instruction regardless of the model of instruction your student chooses. Cabrillo High School is also committed to the physical, mental, and social well-being of our students and will continue to offer in-person athletics and will begin adding additional extracurricular programs, clubs, and athletics as guidance allows.



In accordance with the State of California and the Santa Barbara County Public Health Department, all students, staff and visitors to the CHS campus are required to wear face coverings at all times.

### Students must wear face coverings while:

- On the bus
- Waiting to enter campus
- In the classroom
- Moving between classes
- On school grounds

### Face coverings are required for all students and staff:

- Masks must cover both nose and mouth fully at all times.
- Students and staff may choose to wear their own masks; however, if they do, they must comply with dress code requirements.
- CHS will provide masks for students and staff who arrive on campus without one.
- For students who ride the bus, masks will be distributed as they board.
- Students who repeatedly violate mask guidelines may face disciplinary or other consequences, including but not limited to phone calls home, detention, suspension, and removal from campus to be returned to distance learning.

Additional PPE such as gloves and/or face shields may be worn by staff conducting cleaning, restroom assistance, first aid, medical support, or food service.



## As Students Return, Things Will Look Different

### Screening at Home:

Before going to school, students should take their temperature and screen for the following symptoms using the screening questions on the next page:

- A fever of 100.4° F or higher
- Cough or shortness of breath
- Shaking or chills
- Muscle pain
- Sore throat
- New, severe headache
- Diarrhea, vomiting, or abdominal pain
- New loss of taste or smell

Anyone experiencing any of the symptoms listed, or anyone who has had close contact with someone diagnosed with COVID-19, should NOT come to school and should notify the Attendance Office.

A close contact is someone who was within 6 feet of a person with COVID-19 for at least 15 minutes starting from 2 days before symptoms appeared (or, for asymptomatic patients, 2 days prior to their test) until the time the patient is isolated.

Any absences due to personal illness, quarantine, and COVID-19 illness or symptoms will be excused.

### Arriving at School:

All students and staff members will be required to wear face coverings.

Parents and visitors will have limited to no access to the school campus.

Students will use entry and exit locations designated by grade level in order to limit direct contact with others.

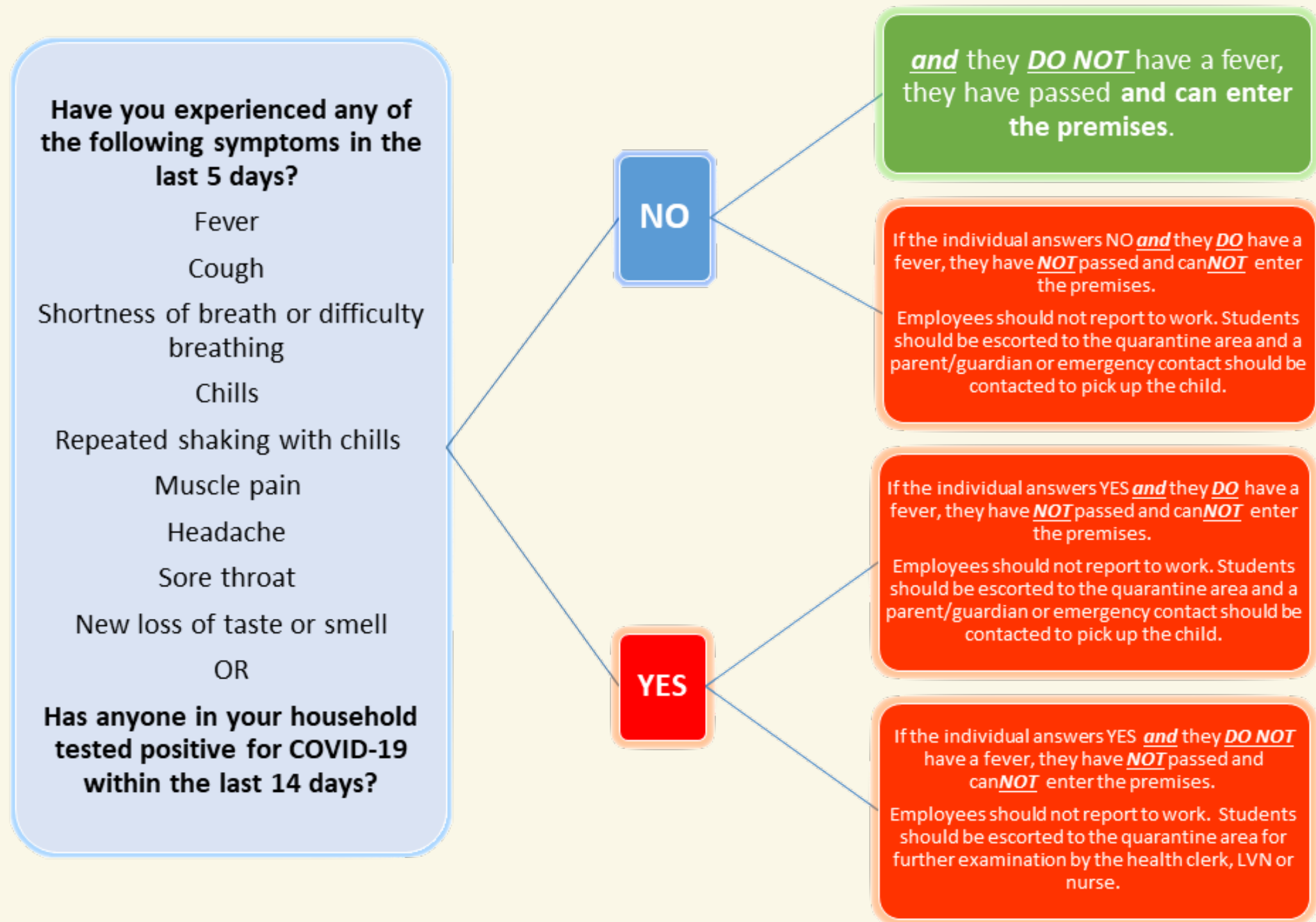
Pedestrian traffic flow around campus will be marked by arrows on the ground.

School sites will have signs posted throughout campus to remind students and staff about physical distancing, hand washing, and practices to stop the spread of germs.

The District has secured additional safety equipment and PPE, and will distribute as needed.



## Screening Questions





## On Campus and in the Classroom

**Physical distancing will limit the spread of the virus. CHS will adhere to the following strategies to maintain physical distancing as much as possible.**

- During regular school hours, the campus will be restricted to non-essential visitors, volunteers, and activities involving other groups.
- Group activities such as assemblies and award ceremonies will be avoided until they can be conducted safely.
- Student desks and office work spaces will be arranged to comply with physical distancing guidelines.
- Routes will be designated for campus entry, exit, and other transition times. Students and staff will be asked to practice physical distancing, including but not limited to, the following:
  - When arriving or leaving campus
  - When indoors or outdoors
  - Moving between classes
  - Before and after the school day or work shift
  - Coming and going from vehicles
  - Entering and exiting all buildings and structures on campus
  - When using restroom facilities
  - During break periods



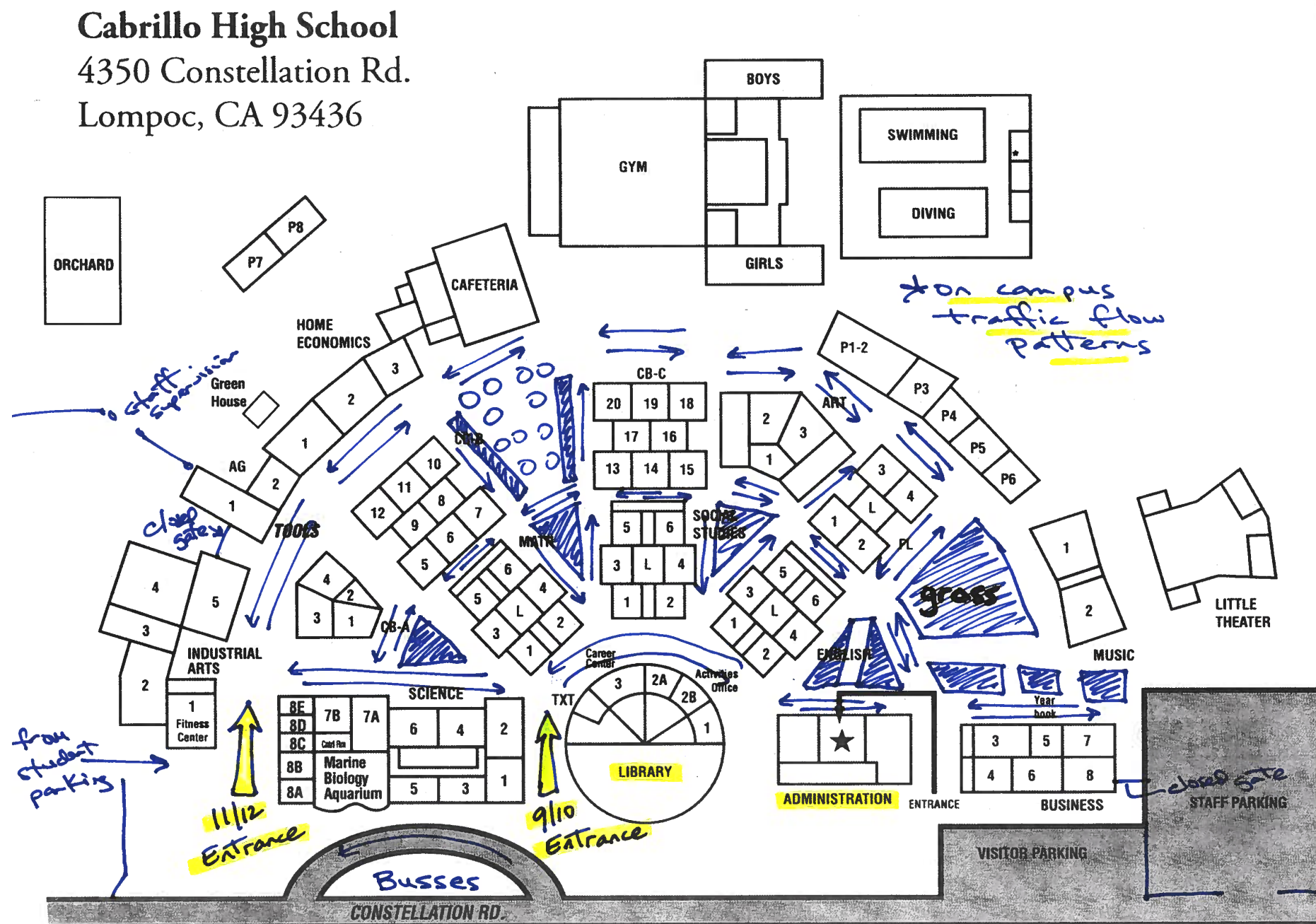
CHS Welcome Back to Campus Video



## Campus Map: Arriving, Departing and Getting Around Campus

Campus opens at 8:00 AM. Students should enter campus through one of the two gates flanking the bus circle as indicated on the map to support social distancing. Juniors and seniors will enter through the gate nearest the student parking lot. Freshmen and sophomores will enter through the gate between the library and science buildings. Upon arrival on campus students are to report directly to their 5th period class. Students are **not** to congregate on campus prior to going to class.

Directional arrows have been placed on the ground indicating the path of pedestrian traffic around campus—also to support social distancing. Students are required to follow these arrows in navigating the campus.



## Other Safety Considerations

- All teachers have completed COVID-19 safety training.
- All employees are COVID-tested every two weeks.
- CHS will follow guidelines developed by the Public Health Department for cleaning, disinfection, and ventilation of school campuses.
- Frequently touched surfaces will be disinfected at least three times daily (e.g. counter tops, door handles, restrooms, student desks, student chairs, etc.) and during passing periods between each class.
- Plexiglass shields are in place in areas where face-to-face interaction with the public occurs.
- Staff and students will be expected to wash/sanitize their hands regularly. Every classroom and workstation will be provided with hand sanitizer to use. Mobile hand-washing stations will be strategically deployed around campus.
- Students will not be permitted to share supplies with other students to the extent possible, and students are encourage to take home personal items for cleaning daily.
- Signs will be posted to promote healthy hygiene practices and reminders to stay home when ill.
- Drinking fountains will be out of service. Students will be encouraged to bring water bottles with water from home to stay properly hydrated. CHS will provide each student with a branded water bottle.



**Section 02**

# **Symptoms, Exposure and Confirmed Case Protocols**

## Students or Staff with Symptoms at School

- Students or staff who screen positive at entry or who report symptoms at any point during the school day will be directed to the isolation tent outside the entrance to the main office nearby the nurse's office until transportation home or to a healthcare facility can be arranged.
- The District will coordinate with the Santa Barbara Public Health Department (SBPHD) regarding suspected or confirmed cases.
- The District and the SBPHD will coordinate regarding contact tracing and notification of students and staff who may have been exposed.
- Upon notification of a positive, or presumed-positive case, contact tracing will begin and all staff who may have had contact will be notified.
- Additional close contacts at school outside of the classroom will also be directed to isolate at home.
- Guidance to parents, teachers and staff will be given reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.



## School Closure and Isolation Practices

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at Cabrillo High School, the following steps will be implemented:

- In consultation with the SBPHD, the superintendent or designee will decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 10 days after close contact, the classroom(s) or office where the patient principally was may need to close temporarily as students or staff isolate.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- Any school closure will include communication outreach to students, parents, teachers, staff and the community.
- Parents, students, teachers and staff will be reminded of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Regular communication with the local public health department will be maintained.

## **Return to School**

Any student or staff member who has been screened out or sent home because they have exhibited symptoms consistent with COVID-19 or have had close contact with a person who has symptoms consistent with COVID-19 or a confirmed case of COVID-19 must remain in self-isolation at home for 10 days, plus 24 hours after symptoms, including fever, improve.

Our school nurse will work with families to ensure that the above criteria have been met and will be the one to authorize students to return to school. LUSD Human Resources will notify CHS when a staff member is cleared to return to work.



**Section 03**

# **Instructional Options**

## **Hybrid, Distance Learning and Independent Study**

Cabrillo High School offers three distinct learning tracks: Hybrid, Distance Learning and Independent Study. In December 2020, CHS families were surveyed about whether they wanted their student to return to campus or remain in distance learning when school were opened to in-person instruction. Students enrolled in Independent Study in the Fall Term were given the choice to remain in that program. The results of that survey informed how we built the master schedule for the Spring Term. Your students have been in the correct track since January 26. Now that we are opening for in-person instruction, those students in the Distance Learning and Independent Study tracks will see little to no change in their daily schedule. Those who opted for Hybrid instruction will begin reporting to campus for in-person classes two days a week, effective March 22, 2021. ALL students will participate in Distance Learning on Wednesdays.

Because the Hybrid and Distance Learning tracks were structured and staffed to accommodate families' December requests, changing tracks at this time is not generally possible.



## Hybrid Track

Students in the Hybrid track meet two days a week on campus in physically distanced classrooms, two days a week they engage in asynchronous learning and one day a week they engage in remote learning through Zoom.

- Students in Cohort A attend in-person on Mondays and Tuesdays and are asynchronous on Thursdays and Fridays.
- Students in Cohort B attend in-person on Thursdays and Fridays and are asynchronous on Mondays and Tuesdays.
- *On asynchronous days both cohorts log in through Zoom at the beginning of each class for roll and to receive instructions from their teachers.*
- Some teachers may choose to require students to participate in class remotely on asynchronous days rather than assigning independent, asynchronous work. Whether to have students participate remotely or do asynchronous work is each teacher's sole prerogative.
- On Wednesdays, both cohorts will participate in online classes.

## Chromebooks

Although Hybrid students will be attending classes in person on campus, they will need to bring a charged, ***school-issued*** Chromebook to class daily. Some classes will have simultaneous online instruction, and teachers will still be utilizing Google Classroom for assignments and submission of work to limit the risk of exposure due to the exchange of paper.

### IMPORTANT!

*Only devices issued by Cabrillo High School can access the school's WiFi network. Hybrid students who don't already have one should contact the library to check out a Chromebook.*



## Hybrid Track Bell Schedules

## Cohort A

Regular Schedule	Monday/Tuesday Cohort A On-campus	Wednesday		Thursday/Friday Cohort A Asynchronous at Home
08:00—08:45	Teacher Office Hours	08:00—10:00	Asynchronous Learning	Teacher Office Hours
08:45—09:45	Period 5	10:00—10:30	Period 5 Zoom	Period 5
09:45—10:00	Break	10:35—11:05	Period 6 Zoom	Break
10:00—11:00	Period 6	11:10—11:40	Period 7 Zoom	Period 6
11:00—11:45	Lunch	11:45—12:15	Period 8 Zoom	Lunch
11:45—12:45	Period 7	12:15—12:45	Lunch	Period 7
12:45—01:00	Break	12:45—01:15	Period 9 Zoom	Break
01:00—02:00	Period 8	01:15—03:00	Asynchronous Learning and/or Homework	Period 8
02:00—03:00	Asynchronous Learning and/or Homework			Asynchronous Learning and/or Homework

## Cohort B

Regular Schedule	Monday/Tuesday Cohort B Asynchronous at Home	Wednesday		Thursday/Friday Cohort B On-campus
08:00—08:45	Teacher Office Hours	08:00—10:00	Asynchronous Learning	Teacher Office Hours
08:45—09:45	Period 5	10:00—10:30	Period 5 Zoom	Period 5
09:45—10:00	Break	10:35—11:05	Period 6 Zoom	Break
10:00—11:00	Period 6	11:10—11:40	Period 7 Zoom	Period 6
11:00—11:45	Lunch	11:45—12:15	Period 8 Zoom	Lunch
11:45—12:45	Period 7	12:15—12:45	Lunch	Period 7
12:45—01:00	Break	12:45—01:15	Period 9 Zoom	Break
01:00—02:00	Period 8	01:15—03:00	Asynchronous Learning and/or Homework	Period 8
02:00—03:00	Asynchronous Learning and/or Homework			Asynchronous Learning and/or Homework



## Definition of Terms

**Break:** Teacher cleaning time. Students will be required to wear masks and maintain social distancing outside during this time. A warning bell will ring five (5) minutes before the next class begins.

**Lunch:** Teacher cleaning time. Students will be required to wear masks unless eating. They must maintain social distancing at all times. Classified staff and administrators will ensure guidelines are followed during lunchtime. All students will have access to a free “grab and go” lunch.

**Asynchronous:** On fully asynchronous days (Thursday and Friday for Cohort A and Monday and Tuesday for Cohort B), students must check in via Zoom at the beginning of each period for attendance. Students should monitor their email and Google classrooms for information from their teachers on work they will need to complete on asynchronous days. Some classes may require students to Zoom in for full period remote instruction on their asynchronous days. This is at the teacher’s discretion; each teacher will inform students if this is the requirement for his or her class.

## Distance Learning Track

- Distance learners will see no significant change to their academic program.
- They will continue to participate in full-time Zoom classes according to the bell schedule on the following page.
- Their teachers and academic schedule will not change.



## Distance Learning Track Bell Schedule

Regular Schedule	Monday/Tuesday/ Thursday/Friday
08:00—08:45	Teacher Office Hours
08:45—09:45	Period 5
09:45—10:00	Break
10:00—11:00	Period 6
11:00—11:45	Lunch
11:45—12:45	Period 7
12:45—01:00	Break
01:00—02:00	Period 8
02:00—03:00	Homework

Late Start Schedule	Wednesday
08:00—10:00	Asynchronous Learning
10:00—10:30	Period 5 <b>Zoom</b>
10:35—11:05	Period 6 <b>Zoom</b>
11:10—11:40	Period 7 <b>Zoom</b>
11:45—12:15	Period 8 <b>Zoom</b>
12:15—12:45	Lunch
12:45—01:15	Period 9 <b>Zoom</b>
01:15—03:00	Asynchronous Learning and/or Homework

### Independent Study Track

Independent Study students meet for a minimum of one hour per week one-on-one, in-person or online, with a teacher who supervises their work on the Apex Learning online platform. Enrollment in the CHS Independent Study program is limited and isn't a good fit for every student. Students who were previously enrolled in Independent Study for Fall Term had first priority for Independent Study in the Spring Term. There is a waiting list for interested new students. For more information, contact your son or daughter's counselor.





**Section 04**

# **Social-Emotional and Academic Supports**

## 04 Social-Emotional and Academic Supports

### Social-Emotional Supports

#### CHS School Counselors

Brianne Jory, Lead Counselor (A, B, C, D, J, Z)

[jory.brianne@lUSD.org](mailto:jory.brianne@lUSD.org)

Angie Diaz (K, N, O, P, Q, S, T, X, Y and ELD students)

[diaz.angelica@lUSD.org](mailto:diaz.angelica@lUSD.org)

Paula Hannaford (M, R, U, W)

[hannaford.paula@lUSD.org](mailto:hannaford.paula@lUSD.org)

Laura Garcia (E, F, G, H, I, L, V)

[garcia.laura@lUSD.org](mailto:garcia.laura@lUSD.org)

#### Family Service Agency (FSA) School-based Counseling

- Your child's school counselor can assist with a referral to receive school-based counseling services.
- Other Family Support Services are available at <https://fsacares.org> or by calling (805) 735-4376.

#### Santa Barbara County Behavioral Health Services for Children

- <http://www.countyofsb.org/behavioral-wellness/childrenservices.sbc>
- Call the 24-hour toll free access line at (888) 868-1649 to determine your need and eligibility for services.



# 04 Social-Emotional and Academic Supports

## Academic Supports

### Teacher Office Hours

Teachers will continue to hold Office Hours: Monday, Tuesday, Thursday and Friday 8:00-8:45 AM.

#### Online Tutoring:

Free PAPER TUTORING for all Students

- Recorded webinars about Paper are available for students and parents in English and Spanish.

#### Online Tutoring:

TUTOR.COM for U.S. Military Families

- Expert tutors, no cost, 60+ subjects, online help
- 24/7, no appointment
- Access to ASVAB practice quizzes, SAT/ACT Essentials and more.

**24/7 - ON-DEMAND - UNLIMITED ACADEMIC SUPPORT**

## Educational Support System



**WHAT WE OFFER**

### Live Tutoring Help

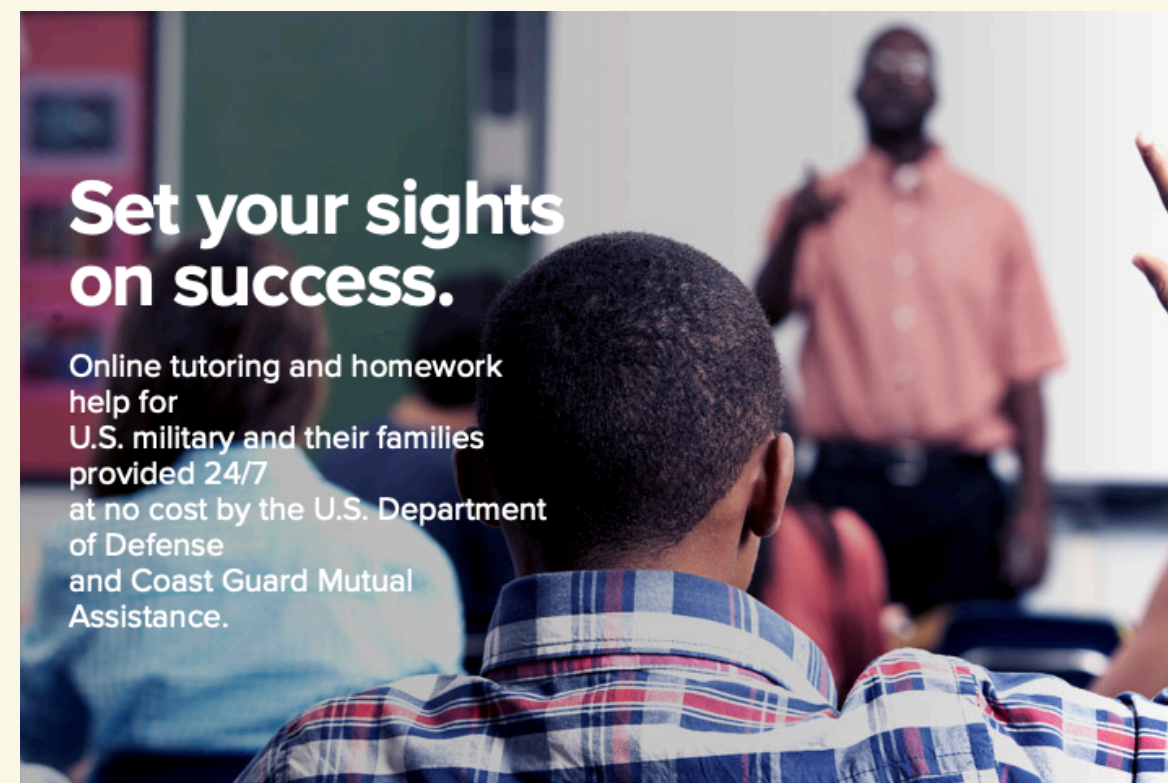
- Available 24/7
- Chat with real tutors
- Any subject
- Unlimited

### Essay Review

- Reviewed in 24 hours or less
- Unlimited drafts and essays
- Receive feedback on grammar, content and structure

**ABOUT OUR TUTORS**

**Always Paper employees.** Trained to support student's learning and adapt to each student's style and needs. Tutor managers are trained in Safe Talk and can identify at-risk students. All activity is monitored for service quality, academic integrity and general safety.



## Set your sights on success.

Online tutoring and homework help for U.S. military and their families provided 24/7 at no cost by the U.S. Department of Defense and Coast Guard Mutual Assistance.

**Section 05**

# **Sports and Activities**



## Sports

CHS sports have already restarted. Because of the abbreviated timeframe for competition, all sports have been divided in two seasons.

Season 1	Season 2
Football Water Polo Cross Country Girls Volleyball	Boys and Girls Tennis Boys and Girls Soccer Boys and Girls Wrestling Boys and Girls Basketball Boys and Girls Swim Boys Volleyball Baseball/Softball Boys and Girls Golf Boys and Girls Track Cheer



Most teams have been formed and are already practicing. Students with questions about athletics can come to the back door of the Athletics Office, across from the entrance to the library, or contact the office at (805) 742-2905 or the email addresses below.

Gary West, Athletic Director

Cheryse Nelson, Athletic Secretary

[west.gary@lusd.org](mailto:west.gary@lusd.org)

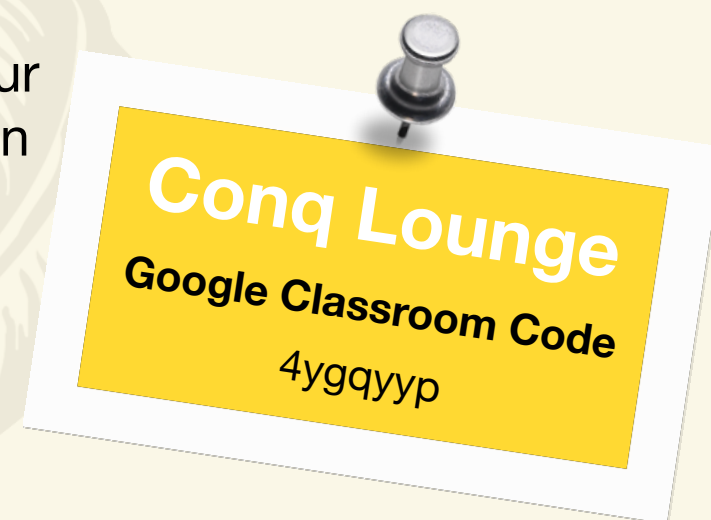
[nelson.cheryse@lusd.org](mailto:nelson.cheryse@lusd.org)

## Clubs and Activities

Cabrillo High School Associated Student Body (ASB) is planning fun and safe, socially distanced, live school activities and events when the Santa Barbara County Department of Public Health approves our proposed safety protocols.

ASB will continue to host fun, virtual, daily events, trivia and games on our online Conq Lounge. Students are encouraged to join and participate to win weekly prizes.

Cabrillo Spirit Store items are sold online at our [webstore](#) and can then be picked up in the Activities Office. The Spirit Store sells sports bags, sweatshirts, T-shirts and much more.



### **Don't forget to wear school colors every Friday!**

Students with questions about student activities can come to the Activities Office in LIB-2A, or contact the office at (805) 742-2901 or the email addresses below.

Michelle Poquette, Activities Director and ASB Advisor

[poquette.michelle@lUSD.org](mailto:poquette.michelle@lUSD.org)

Rachel Sarot, ASB Accountant

[sarot.rachel@lUSD.org](mailto:sarot.rachel@lUSD.org)

***Cabrillo Pride Conquers All***

**Section 06**

# **Food Services**

## **Food Services**

LUSD is committed to feeding all students during these difficult times. All LUSD students are eligible for free breakfast and lunch each weekday.

### **Distance Learning and Independent Study**

- Distance learners and students on independent study can pick up their meals at Maple High or El Camino on Mondays, Wednesdays, and Fridays from 11:00 AM—12:00 PM.

### **Hybrid**

- Hybrid students will be offered grab-n-go lunches on days that they are on campus.
- On the first day their cohort is on campus each week, students will pick up lunch and breakfast for the second day.
- On the second day their cohort is on campus, students will pick up lunch for that day, along with breakfast and lunch for the remote and asynchronous until their next in-person days plus breakfast for their first day on campus the following week.



**Section 07**

# **Transportation**

## Bus Safety Protocols

- Students will be checked in at the bus stop using the same protocols for entry to campus.
- Any student who exhibits symptoms at the bus stop will remain six feet away from the attendant who will remain with the student until a family member comes to pick them up.
- Students who arrive at the bus without a mask will be provided one.
- Students will be seated on the school buses so that there is at least 4 feet but ideally 6 feet between passengers and between passengers and the driver.
- Bus windows will remain open to improve ventilation.
- Children from the same household may share seats.

## Cabrillo High School Bus Schedule

2020-2021 School Year	Pick Up time	Drop off time
	AM	PM
A Street btwn Cagney & Canfield	8:00	2:32
Bell Street btwn 1st & 2nd	8:04	2:37
Brisa Del Mar & Encanto @ mailboxes	8:15	2:15
Calle Primera & Via Dona	8:18	2:15
Chapel 1 @ entrance	8:25	2:43
Clubhouse Rd & Oakmont	N/A	2:46
Courtney & Craig	N/A	N/A
Courtney & Harris	8:25	2:24
Crestview	8:15	2:18
D street @ Library	8:03/8:11	2:20
Juniper @ path just past Hemlock	8:18	2:25
Los Berros	8:29	2:19
North Rd (USP)	8:30	2:52
Oak Hill & Greenbrier	8:27	2:40
Oakridge Rd (USP)	8:33	2:56
Onstott btwn Courtney & Oak Pointe Dr	8:22	2:21
Onstott btwn Silversage & Mesquite	8:20	2:19
Rucker Rd & Calle Pasado	8:24	2:18
St. Andrews & Burnham Dr	8:22	N/A
St. Andrews & Oak Hill Terrace	8:24	2:43
Third St. between Pine Ave and Oak Ave	8:00	2:20
Students should be at their designated bus stop 5 minutes prior to depart time.		