



Distance Learning Plan (updated 8/21/20) (Previously titled Recovery Plan)

The Davila Day School Distance Learning Plan outlined below was based on the Recovery Plan that was developed in May 2020 with input provided by Davila classified and certificated staff. The proposed Distance Learning Plan now includes guidance from the California Department of Education. The plan will be reviewed with certificated and classified staff upon their return to work and revised based on feedback received in addition to any revisions based on information by all federal, state and county governing agencies.

General Considerations for Distance Learning Plan Implementation

Develop the policies, plans, procedures, communications, and training needed to implement physical/social distancing in all settings, prior to re-opening.

- Identify all the settings and times where social distancing must occur.
- Determine the standards you will use to evaluate each setting. (Examples: Six-feet between student desks. Six-feet between each staff desk unless a partition is placed between them.)
- Determine the physical measures that will be needed for each setting. (Examples: Furniture layouts, Plexiglas barriers, painted lines to indicate spacing, signage, etc.)
- Determine the process that will be used to implement the physical measures needed in each setting. (Examples: Altering room set-ups, installing barriers, painting marks on pavement, placing signage, etc.)
- Determine the policies that will be needed to support and maintain these measures. (Example: Policy statements restricting furnishings and layouts.)
- Determine if job responsibilities or working conditions will be impacted by these measures.
- Determine how to communicate the rules associated with these measures to staff, students, parents, vendors, and visitors.
- Determine how to train students on new routines.

What is Distance Learning?

Distance learning is defined in *Education Code* Section 43500(a).

- Distance learning means instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certified employee of the local educational agency (LEA). Distance learning may include, but is not limited to, all of the following:

- Interaction, instructions, and check-ins between teachers and pupils through the use of a computer or other communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certified employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print, video, and audio materials incorporating assignments that are the subject of written or oral feedback.

Who can participate in Distance Learning?

All students who are medically fragile, would be put at risk by in person instruction, or who are self-quarantining because of concerns of exposure to COVID-19 are eligible.

What is considered “live interaction”?

Education Code Section 43503 requires that distance learning include “daily live interaction.” Daily live interaction is two-way communication between a certificated employee and student each instructional day, at the actual time of occurrence. Daily live interaction is required for every student with both a certificated employee and their student peers. In particular English learners, and students with special needs benefit from daily oral language development opportunities.

Examples of daily live interaction include in-person and virtual communication or interactions, including but not limited to synchronous online instruction (per statute) and phone calls where both parties communicate at the time of occurrence. One-way communication, including voicemails, emails, or print materials, is not considered a live interaction.

Pursuant to *Education Code* Section 43503(b)(6), if daily live interaction is not feasible as part of regular instruction, the governing board or body of the LEA shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

What will be used to measure student attendance?

Daily participation is used to track attendance and ensure daily engagement by all students in learning activities. However, documenting daily participation may be met through daily live interaction with a teacher or virtual assignments. Daily participation may also be documented through participation in online activities, completion of regular assignments, and contacts between employees of the LEA, including those other than teachers, and pupils or parents or guardians.

What is required if students are not participating regularly in instruction?

Education Code Section 43504(f) requires each LEA to develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three schooldays or 60 percent of the instructional days in a school week. These procedures shall include, but are not limited, to verification of current contact information for each enrolled pupil, daily notification to parents or guardians of absences, a plan for outreach from the school to determine pupil needs including connection line with health and social services as necessary and, when feasible, line transitioning the pupil to full-time in-person instruction.

Plans to ensure delivery of instruction

Fully online distance learning

- All students attend class daily
- Instruction provide synchronously and asynchronously
- Zoom used for synchronous (virtual) meetings and a combination of paper/pencil, Bitmoji classroom, Achieve 3000, National Geographic Reach, and/or additional programs are used for asynchronous (independent) assignments
- Minimum average daily (synchronous and asynchronous) instructional minutes provided
 - PS/TK/K: 180 minutes
 - Grades 1-3: 230 minutes
 - Grades 4-6: 240 minutes
- Feedback provided to students on work
- Office hours for parents to communicate with teachers via phone, video phone, Zoom

On campus instruction (when permitted)

- Each class remains in their classroom and does not interact with other classes (cohort model).
- Teachers provide their class with direct instruction and support daily.
- Instructional Day follows usual schedule (M-Th 8:00 a.m. – 2:25 p.m. and F 8:00 a.m. – 1:10 p.m.)
- Teacher prep time and meetings will occur on Fridays from 1:10 – 3:00 p.m.

Consider making work assignments and/or accommodations to protect employees in high-risk groups.

- When possible and appropriate, assign teachers in high-risk groups to online distance learning programs.
- When possible and appropriate, assign classified employees in high-risk groups to roles and environments where social distancing can be maintained.
- Install physical barriers in reception areas and workspaces where the environment cannot accommodate social distancing.

Develop and implement strategies to prevent the transmission of COVID-19 and other infectious diseases.

- Refer to COVID-19 Prevention Plan for Davila Day School

Develop plans to provide access school meal programs for qualifying students who are impacted by COVID-19.

- All District of Residences are providing meals for qualifying students ages 2-18 who are impacted.
- Check District of Residence or [SDCOE](#) website for distribution information.
- During in-person instruction, school meals provided by Chula Vista Elementary School District.

Specific Recovery Plan Considerations for Davila Day School Students/Staff

Arrival and Dismissal

- Refer to COVID-19 Prevention Plan for Davila Day School

Communication while on site

Staff with other staff – via phone, video phone, email, Zoom

Staff with parents – via phone, video phone, email, Zoom

Staff with related service providers - via phone, video phone, email, Zoom

COVID-19 Related Illness & Attendance

- Refer to COVID-19 Prevention Plan for Davila Day School

Classroom Setup & Physical Space Related Issues

- Refer to COVID-19 Prevention Plan for Davila Day School

Fax Machine Use (located in office)

- Outgoing - Staff member to contact Teresa via phone first and then staff member will place items to be faxed in bin located on desk just southeast office door. Teresa will retrieve and fax. Teresa and staff member will use hand sanitizer before touching the fax and after sending the fax.
- Incoming - Teresa will inform staff member via phone that a fax was received. Teresa will place fax in bin located on desk just southeast office door. Staff member will retrieve fax. Teresa and staff member will use hand sanitizer before touching the fax.

Healthy School Act Requirement

- All Davila Day School Staff will complete “Basic Pest Management in the School and Child Care Settings” and receive Integrated Pest Management (IPM) certification allowing them to use cleaners and disinfectants.

Meetings

IEP Meetings

- IEP meetings will be held via a virtual model platform (I.e. Zoom, MS Teams)
- Davila Teachers and staff will remain in their class/office setting with appropriate distancing and participate via Zoom or Microsoft Teams
- District of Residence staff will participate via a virtual model platform (I.e. Zoom, MS Teams)
- Service providers will participate via a virtual model platform (I.e. Zoom, MS Teams)
- Parents will participate via a virtual model platform (I.e. Zoom, MS Teams)
- If social distancing can be maintained, parents may be allowed to participate in person, but only have access to the site administrator during the meeting (if all safety precautions can be addressed)
- Parents will be provided with draft copies of all IEP related documents for review at least 24 hours prior to the IEP meeting
- IEP signatures will be gathered via an electronic process and/or paper (due to language needs)
- Final distribution of all IEP related documents will be provided via electronic mail and/or U.S. mail (upon parent request)

Staff Meetings

- Staff meetings will be held via a virtual platform (I.e. Zoom, MS Teams, Google Meets)
- Teachers and staff will remain in their class/office setting with appropriate distancing and participate virtually

Davila Middle Room - General Considerations:

Masks to be worn at all times; if eating must go outside; staff not to congregate

- Refer to COVID-19 Prevention Plan for Davila Day School
- Alcohol Based Hand Sanitizer available outside each classroom door
- Copier – bookcase positioned between copiers to ensure physical distancing, requests for copies to be placed in a box outside each classroom inner door. A single staff member will be responsible for making all copies to prevent shared use. Completed copies will be placed in box outside inner door for teacher retrieval.
- Refrigerator, Microwaves, Coffee Pots, hot water kettle, toaster oven, toaster – removed as shared use not advisable
- Laminating Machine – A single staff member will be responsible for making all copies to prevent shared use.
- Lunch/Breaks - middle room may not be used for breaks; eating is not permissible in the middle room during staff break because masks will need to be removed; tables to be placed outside with appropriate distancing for eating
- Room arrangement - room set up to be changed to prevent congregating inside
- Restroom – avoid waiting in line but if necessary, then stand on marked spot appropriate distance from door; fan to remain on at all times, cleaning protocol after use to be developed
- Shared supplies near copier - removed as shared use not advisable
- Supplies – to be requested using google form, supplies to be delivered to box outside classrooms after 3:00 p.m. daily

Personal Protective Equipment

- Refer to COVID-19 Prevention Plan for Davila Day School

Recess

- Each classroom will take recess according to a schedule
- No classes will overlap during recess
- Equipment - Refer to COVID-19 Prevention Plan for Davila Day School

Sanitation Protocol

- Refer to COVID-19 Prevention Plan for Davila Day School

Training

- Refer to COVID-19 Prevention Plan for Davila Day School

Testing & Assessment by Audiologist Staff

Follow current California Department of Public Health guidelines when determining safety precautions related to audiology testing and other necessary assessments

Coordination of Services with entities outside of Davila:

Vista Square Elementary School/Chula Vista Elementary School District:

- Refer to COVID-19 Prevention Plan for Davila Day School

Districts of Residence (Cajon Valley, Chula Vista, Lakeside, La Mesa, Lemon Grove, National, Santee, San Ysidro, South Bay)

Related Service Providers

Check temperature upon arrival on campus

Will pick up students at classroom door (no classroom entry)

Meet individually with students unless small-group considerations apply

Small-group student services can be providing when students attend the same classroom/cohort

Services provided outdoors, weather permitting. If necessary, to provide services indoors, will be provided in classroom ensuring 6 feet of physical space and PPE worn

Transportation

Coordinated by District of Residence Transportation Department