



**BLACK PINE
CIRCLE SCHOOL**

Re-entry Guidance Manual for BPC Families



TABLE OF CONTENTS

OVERVIEW

RE-ENTRY TASK FORCE

GUIDING PRINCIPLES

COMMUNITY HEALTH AGREEMENT

ON-CAMPUS HEALTH & SAFETY PROTOCOLS

Facility Upgrades & Procedures

Facility Sanitation

- A. Protocols
- B. Supplies & PPE

Transmission Mitigation

- A. Physical Distancing
- B. Face Mask Use
 - Students
 - Staff
- C. Hand Hygiene
- D. Allocation of Space on Campus & Additional Off-Campus Spaces

Symptoms Monitoring

- A. Health Screening Intake
- B. Illness
- C. Health Hub
- D. COVID-19 Testing
- E. COVID-19 Confirmed Positive Cases
- F. School Closure Consideration
- G. Quarantine & Isolation
- H. Return-to-School Clearance



TABLE OF CONTENTS

CAMPUS-SPECIFIC DETAILS

Lower School (K-5) Campus

- A. Hybrid Model: Four Days on Campus/Six Days Remote (phased in)
- B. Stable Cohort Formation
- C. Distance Learning
- D. Student Supplies & Equipment on Campus
- E. Drop-Off & Pick-Up Procedures
- F. Recess & Lunch Procedures
- G. Outdoor Space
- H. Extracurriculars & Extended Daycare
- I. Devices
- J. Digital Platforms

Upper School (6-8) Campus

- A. Hybrid Model: Four Days on Campus/Eleven Days Remote
- B. Stable Cohort Formation
- C. Distance Learning
- D. Student Supplies & Equipment
- E. Drop-Off & Pick-Up Procedures
- F. Recess & Lunch Procedures
- G. Outdoor Space
- H. Extracurriculars & Extended Daycare
- I. Devices
- J. Digital Platforms

OUR SCHOOL COMMUNITY

- A. Student, Family, & Staff Well-being
- B. School Events

SCHOOL CALENDAR

REFERENCES & RESOURCES



OVERVIEW

Black Pine Circle School is going to look and feel different this fall. As a result of recent guidance and mandates from the state of California and Alameda County, we will begin the 2020-2021 school year with remote education for every grade. That said, as our community navigates the complexities associated with COVID-19, please be assured that our school remains committed to excellence, innovation, and a deep focus on the academic and social and emotional needs of every student. Guiding us always will be the health and safety of our community, our [school's mission](#), and our core values of curiosity, community, inquiry, and voice.

The following guidance manual details our planning and protocols for an eventual safe return to campus. It also outlines the robust and enhanced distance learning programs we are creating for upper and lower school students.

Right now we are working toward a phased re-entry prioritizing on-campus learning for younger students first, and then adding other grades in two-week increments as conditions allow. We plan to use this time to test, refine, and adjust our practices and procedures. Flexibility and agility will be key, as will an open dialogue and partnership with families. Our goal is to eventually get everyone on campus safely, initially with hybrid schedules for upper and lower school that allow for adequate social distancing and other considerations.

Much of what will determine this is out of our hands, but to make sure we are ready when the time comes, we all need to be moving in the same direction at this critical time. The response to COVID-19 necessitates a collective, community approach. Successful risk mitigation for everyone in our extended community requires a strong partnership between our families and the school. This includes a mutual understanding of our personal behaviors both on and off campus.

The way that our community can help successfully navigate this crisis is by adhering to all local and national guidelines, including but not limited to, social distancing of at least six feet, use of face masks, frequent handwashing, and self-monitoring for coronavirus symptoms. It also requires that families, as well as employees, share information about any possible exposure in a timely fashion.

Trust, respect, and resilience have served our community well in the past, and they will serve us moving forward. We may not know exactly what this coming school year will bring, but we know whatever the circumstances, we will emerge together, stronger than ever.



RE-ENTRY TASK FORCE

The BPC Re-entry Task Force made up of BPC administrators and teachers was established at the end of the 2019-2020 school year to plan for both a safe reopening of the BPC campus and for enhanced upper and lower school distance learning programs. This guidance manual was developed by the Task Force and was informed by local, county, and state regulations and suggestions and is based on careful consideration of survey data from our BPC community members, as well as resource sharing with fellow educators and independent school leaders.

Task Force Coordinator

DeAndre Calhoun, Head of Upper School

Operations

Lead: Bill Shea, Director of Finance & Operations

Health & Safety

Lead: Nancy Kang, R.N., Campus Health Coordinator

Facilities

Lead: John Herbert, Facilities Manager

Well-being & Community

Leads: Betsy Cory, Director of Student Services & K-8 School Counselor
Andra Marziano, Upper School Dean & Assistant Head of Upper School

Pedagogy & Curriculum

Lead: Chris Chun, K-8 Academic Dean & Assistant Head of Upper School

Technology & Training

Leads: Cris Mytko, STEAM Coordinator
Carwai Seto, 7th & 8th Grade Math Teacher

External Affairs

Lead: John Ormsby, Director of Development

Communications

Lead: Lesley Jones, Director of Communications & Special Events



GUIDING PRINCIPLES

Several key principles informed the creation of this manual:

- Health, safety, and well-being of BPC students, staff, and families
- Strict adherence to local, county, and state health authority guidance
- Science-based approach to making decisions
- Belief that children belong in school
- Move to on-campus learning schedules as soon as is possible
- Accommodations for families who choose for students not to come to campus for in-person instruction, even when we resume hybrid on-campus learning
- Risk mitigation over risk elimination
- Flexible, iterative response to evolving and changing circumstances
- Meaningful partnership and open dialogue with families
- Frequent transparent communication to ensure that students, parents, and staff receive timely and accurate information
- Guidance manual remains a living document that will be updated as epidemiological data on COVID-19 evolves

COMMUNITY HEALTH AGREEMENT

The health, safety, and well-being of all of our community members--whether student, parent, teacher, or staff member--rely on both our individual and collective behaviors. As such, we ask every member of our community to enter into a shared agreement, or compact, around the tasks and behaviors that are most likely to help reduce exposure to contracting COVID-19. We know that mutual respect, trust, and a deep sense of our reciprocal responsibilities to one another will be essential as we continue to navigate this unprecedented public health challenge. While some of the new health and safety protocols and policies may be inconvenient, or represent a significant change in the way we have operated in the past, it is our collective responsibility to be aware of the vulnerabilities of others and to act with self-awareness and sensitivity through our behavior.

Consistent with local, county, and state public health guidelines, including the [Alameda County School Reopening Plans](#) v4 (Aug 6, 2020), our Community Health Agreement requires these essential activities be followed:

- Daily self-screening for symptoms of illness and refraining from community contact when symptomatic
- Wearing of face masks
- Physical distancing
- Hand hygiene: regular handwashing and/or use of 60%+ alcohol-based hand sanitizers
- Compliance with self-quarantine rules regarding exposure to COVID-19
- Please avoid non-essential travel. If you have returned from an out-of-state or international trip, BPC will require a clearance procedure for travelers returning to school. We will ask that you keep your child/ren home to quarantine for a period of time. Once we are on campus for hybrid learning, if anyone in your “bubble” has traveled recently, please notify the school so that we are able to look out for development of symptoms.



ON-CAMPUS HEALTH & SAFETY PROTOCOLS

Facility Upgrades & Procedures

Getting the BPC campus ready for a return of students and staff has been a major area of emphasis over the past several months and has included:

- Deep cleaning of campus
- Repurposing of campus space to maximize usable indoor and outdoor space
- Technology upgrades in every classroom, including a device for every student that needs one
- Ventilation, HVAC upgrades along with evaluating UV & other disinfecting protocols
- Informational and directional signage to reinforce physical distancing
- Evaluating use of tents and other temporary structures for outdoor learning
- Exploring adding additional off-campus space
- Renting port-a-potties and wash stands so each cohort has their own
- Installation of no-touch faucets, no-touch trash cans, and additional hand sanitizing stations throughout campus
- Securing adequate supplies of PPEs
- Setting up a Health Hub at 906 Addison (across from the lower school campus)
- Hiring Nancy Kang R.N. as Campus Health Coordinator

Facility Sanitation

A. Protocols

- Air flow
 - To optimize air flow and ventilation, classroom doors and windows will remain open
 - Current HVAC will be upgraded for better filtration and air flow
 - Tent canopies will shade outdoor learning spaces for student cohorts
- Cleaning and Disinfecting
 - Classrooms and common areas will be comprehensively cleaned and disinfected daily
 - During student on-campus instructional time, there will be additional disinfecting of common and high-touch areas and surfaces
 - When students are out of the classrooms for recess or other activities, there will be additional disinfecting of classroom spaces
 - Campus will be comprehensively (deep) cleaned between student cohorts
 - New electrostatic spray protocols will be used for enhanced application of disinfectants
- Each teacher will be provided with a classroom desktop sanitation kit
- Student handwashing and sanitizing routines will be incorporated into the school day. (See Hand Hygiene section.)

B. Supplies & PPE

- Safe and EPA-approved cleaning fluids and disinfectants
- “Touchless” thermometers for daily student and staff temperature checks
- Increased number of handwashing and hand sanitizing stations will be available on campus
- Masks and face shields will be available and distributed to faculty and students as needed. (See Cloth Face Coverings and Mask Use section.)



Transmission Mitigation

BPC is employing a multi-pronged preventative approach to help reduce virus transmission and ensure health and safety.

A. Physical Distancing

- Minimum 6 feet of separation between students and faculty in classrooms and elsewhere by:
 - Establishing cohorts of approx 10 students per classroom/area
 - Modifying classroom layout by removing desks and spacing them 6 feet apart
 - Adding floor markings and directional signage throughout campus

B. Face Mask Use

Students

- Cloth masks or disposable masks that cover the mouth, nose, and chin will be required to reduce risk of transmission within the school setting for **all students K-8**.
- Students of all grades will be expected to arrive for screening intake wearing a clean mask for each on-campus learning day.
- Each family should provide two clean face masks daily, labeled with student name (one to be worn and a second in a Ziploc bag in case a mask change is needed during the school day).
- BPC will provide face coverings for students and staff who need them.
- Masks may be removed for water breaks, snacks, and lunch only.
- Cloth face coverings should be washed each day after use, and disposable masks disposed of properly.
- Please practice mask wearing in your home and community to get your students comfortable with wearing a mask.

Please let us know if your child has a medical condition that prevents them wearing a face mask. If you notice your child is having particular trouble with masks, please let us know so we may discuss face shields as an alternative.

Staff

- All staff will arrive for screening intake wearing a clean mask for each on-campus school day.
- Other physical barriers (i.e. face shield) will be provided as an option to wear in addition to face coverings and face masks.
- For K-2 phonetic development, we will offer teachers clear face masks, or face shields with drapes tucked into shirts to facilitate learning.



C. Hand Hygiene

- BPC will provide tissues, no-touch trash cans, hand soap, 60% alcohol-based hand sanitizer, disinfectants, and disposable towels.
- BPC will teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- BPC will ensure students complete regular hand hygiene either by handwashing or use of hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; after touching high-touch surface areas; and after coughing or sneezing.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- We will encourage staff and students to cover coughs and sneezes with a tissue.
- Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- BPC will provide hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.

Here are some helpful [handwashing and hygiene videos](#) to share with younger children.

D. Allocation of Space on Campus & Additional Off-Campus Spaces

- Every available campus space, indoors and out, has been inventoried and is being evaluated for classroom or other priority uses
- Proposed closure of 100 ft stretch of 7th Street, north of Addison, for use by BPC
- Rental of La Quinta outdoor and indoor space being evaluated
- Tents/temporary structures on yard and fields being considered

Symptoms Monitoring

Some common COVID-19 symptoms are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and children and youth with COVID-19 may experience some, all, or none of these symptoms.



A. Health Screening Intake

- Each on-campus school day will begin with a health screening at home via a self-certified questionnaire in ParentSquare for students (and Kyla App for staff) before arrival at BPC.
- Students and staff will need to pass this symptom screening in order to come to campus.
- Upon arrival at school, timed according to staggered grade-level schedules, students and staff will undergo a temperature screening using an infrared thermometer at a designated screening station.
- Anyone with a temperature of 100 degrees F (37.8 C) or higher will be sent home.
- Temperatures below 96°F (35.6°C) will be rechecked to ensure the reading is accurate.
- Please notify BPC if students develop any symptoms when outside of school.
- Please do not send your child to school if they have taken medicine for a fever or aches in the last 48-72 hours, unless deemed necessary for any underlying health conditions with a medical note.
- Please notify BPC at healthhub@blackpinecircle.org if you have been in contact with anyone that has been diagnosed with COVID-19.

Visitor Policy: No visitors will be allowed on campus with the exception of essential visitors who will need to pass the symptom and temperature screening at the Health Hub prior to entry.

B. Illness

a. Symptom & temperature screening

- Students and staff who do not pass the daily symptom screenings for on-campus school days will not be allowed on campus until clearance is obtained.
- Students and staff who do not pass the daily temperature screening for on-campus school days will be sent home.
- Students and staff who do not pass the symptom and temperature screening because they are symptomatic will need to self-quarantine and complete the clearance steps for return to school. (See Return to School Clearance Protocol section.)

b. Symptomatic during school day

- If students or staff develop COVID-19-related symptoms during the school day, BPC will have a timely and responsive plan to reduce transmission by providing the symptomatic individual a designated space while awaiting pickup in the Health Hub located at 906 Addison Street, across from the lower school campus. Students and staff who develop COVID-19-related symptoms will need to self-quarantine and complete the clearance steps for return to school. (See Return to School Clearance Protocol section.)
- Upon arriving home, we recommend changing clothes and washing hands.



C. Health Hub

- BPC has designated 906 Addison Street as our Health Hub.
- The Health Hub will be staffed by our school nurse/campus health coordinator and used, among other typical health functions, to swiftly evaluate and isolate potential cases of COVID-19 among students and staff.
- The space has been specifically designed for these purposes, and will be decorated in a manner that is inviting and reassuring to children.
- The Health Hub will also be used to accommodate health screening for late arrivals to school, any pre-approved visitors, and staff screening and testing.
- To minimize unnecessary movement and mixing, the school nurse/campus health coordinator will supply every classroom with a basic first aid kit (Band-Aids, ice packs, etc.) to address minor injuries occurring in the classroom or on the yard.
- Additionally, teachers and staff will be supplied with assorted hygiene supplies to ensure hygiene practices for a healthy environment.
- If warranted, students will be accompanied to the Health Hub for assessment and appropriate care for injuries that require further attention and possible pickup from school.

D. COVID-19 Testing

Students

- BPC recommends students obtain an initial COVID-19 test within 5-7 days upon initial re-entry to on-campus learning, and then subsequently at a frequency determined by each family.
- Testing is recommended if a student exhibits COVID-19 symptoms, has contact with a COVID-19 positive case within the cohort, or has other suspected exposure to a COVID-19 positive case. Please notify BPC immediately if your student obtains a positive COVID-19 test result at healthhub@blackpinecircle.org or 510-845-0876 ext 276.
- To maintain the privacy and confidentiality of your student, sensitive health information will not be shared except as necessary with public health officials in the City of Berkeley and Alameda County.

Staff

- BPC will provide COVID-19 testing for staff monthly during distance learning, within 5-7 days upon initial re-entry to campus, and then subsequently at a frequency that is dependent on the teaching model.



E. COVID-19 Confirmed Positive Cases

- If you become aware of a COVID-19 positive test result pertaining to a BPC student, please notify BPC as soon as possible at healthhub@blackpinecircle.org or 510-845-0876 ext 276.
- Timely notification and communication will come via ParentSquare to the BPC community in the case BPC is informed of a student, teacher, or staff member having a positive COVID-19 test result.
- BPC will follow the City of Berkeley, Alameda County, and California Department of Public Health Guidelines to determine the measures that should be taken when a student, teacher, or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19.
- BPC will coordinate directly with local health officials to communicate dismissal/closure decisions and any possible COVID-19 exposures.
- Emerging information from public health officials as we learn more about COVID-19, as well as principles of contact tracing and community transmission levels, will be monitored to further guide decision-making and next steps.

F. School Closure Consideration

In consultation with the local and county public health departments, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community.

- Cohort closure will occur if one or more COVID-19 positive cases are identified.
- Individual school (Upper School or Lower School) closure will occur based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Berkeley Public Health Division and Alameda County Health Department.
- Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff test positive within a 14-day period, depending on the size and physical layout of the school.
- A BPC campus closure will occur if 25% or more of schools in Berkeley Unified School District have closed due to COVID-19 within a 14-day period.
- The Berkeley Public Health Division and Alameda County Health Department may also determine school closure is warranted for other reasons, including but not limited to case rate and testing data trends and/or community transmission levels.



G. Quarantine & Isolation

- **Quarantine** will be asked of anyone who has been in close contact with someone who has COVID-19. Close contact is defined as being within 6 feet of someone who has COVID-19 for at least 15 minutes or also if:
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (touched, hugged, or kissed)
 - You shared eating or drinking utensils
 - They sneezed, coughed, or somehow got respiratory droplets on you
- Isolation will be asked of anyone who exhibits COVID-19 symptoms or has a COVID-19 positive test result. Those experiencing mild symptoms should isolate for 10 days, while those experiencing severe symptoms should isolate for 20 days.

Scenarios:

1. If student or staff are symptomatic:
Isolate and seek a COVID-19 test
2. If student or staff have close contact with a confirmed COVID-19 positive case:
Quarantine for 14 days to monitor for development of any COVID-19 related symptoms and seek COVID-19 testing
3. If student or staff received a COVID-19 positive test result:
Isolate and monitor for symptom resolution
4. If student or staff are in isolation (due to experiencing COVID-19 related symptoms) but receive a negative COVID-19 test result:
Students or staff may return to school 3 days after symptoms resolve after obtaining a negative COVID-19 test result
5. If student or staff are in isolation (due to experiencing COVID-19 related symptoms) but do not receive a COVID-19 test:
Stay in isolation and monitor for symptom resolution
6. If student or staff are in quarantine but are not experiencing any COVID-19 related symptoms:
We ask that students or staff that are asked to quarantine due to a close contact with a COVID-19 positive case remain quarantined for the full 14 days due to our understanding of the COVID-19 incubation period (ranging from 2-14 days)

See [CDPH Action & Communication Protocols for Symptomatic or Positive COVID-19 Cases](#).



H. Return-to-School Clearance

BPC's return-to-school clearance process for students and staff:

Discontinuing quarantine for those who had close contact with a COVID-19 positive case:

- After staying home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100F), cough, shortness of breath, or other symptoms of COVID-19

Discontinuing home isolation for symptomatic persons with COVID-19:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset AND
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications AND
- Other symptoms have improved

Discontinuing home isolation for asymptomatic persons with COVID-19:

Persons infected with COVID-19 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for COVID-19. Per CDC guidelines, persons who are severely immunocompromised may have a prolonged home isolation period.



CAMPUS-SPECIFIC DETAILS

Lower School (K-5) Campus

A. Hybrid Model: Four Days on Campus/Six Days Remote (phased in)

- Students in each grade, divided into two cohorts of approximately 10 students will have four days of on-campus instruction followed by six days of remote learning.
- On-campus instruction, once allowed, will be phased in in two-week increments, beginning with the youngest grades first.
- The goal is to work toward alternating three grade levels at a time on campus for in-person instruction while three grade levels remain remote.
- Students will remain with the same small team of teachers and the same cohort of students for the four days they are on campus.
- Fall semester on-campus cohorts will remain the same until winter break.
- Classes will primarily take place outside unless weather, air quality, or other factors dictate that the class should go inside. In that case, students will go to their cohort's dedicated classroom that allows for them to be socially distanced.
- **On-campus and distance learning class schedules for each grade will be shared by Friday, August 28.**

Lower School On-campus School Day Hours

- K & 1: Drop off 8:30 am, pick up 2:15 pm
- 2 & 3: Drop off 8:40 am, pick up 3:00 pm
- 4 & 5: Drop off 8:50 am, pick up 3:15 pm

Lower School Distance Learning School Day Hours

- K & 1: 9:00 am - 2:15 pm
- 2 & 3: 9:00 am - 3:00 pm
- 4 & 5: 9:00 am - 3:15 pm

B. Stable Cohort Formation

- At BPC, student groupings (cohorts) are developed thoughtfully considering many different factors, including learning style, cognitive abilities, psychological needs, friendships, gender balance, racial and ethnic balance, identity balance, interpersonal dynamics, and student engagement on Zoom (per our experience from last year).
- A team of teachers, specialists, and learning support staff, along with our heads of school has worked together to create K-5 cohorts in preparation for onsite learning.
- We advise against mixing of cohorts outside of school to preserve cohort integrity and minimize risk of virus transmission.
- **Cohorts were shared with parents on August 3 but are subject to change.**



C. Distance Learning

- A robust and developmentally-appropriate distance learning program for each grade has been developed.
- The program will prioritize the delivery of core areas of instruction, English language arts & mathematics, and will also focus on student social and emotional well-being.
- The program goals will continue to maintain the essence of a Black Pine Circle education and is inclusive of specialist classes and some daycare offerings.
- Approximate total live/synchronous instructional time for each grade level is as follows:
 - Grades K & 1: 2.5-3 hours a day
 - Grades 2 & 3: 3-3.5 hours a day
 - Grades 4 & 5: 3.5-4 hours a day
- Instruction will predominantly be delivered in small group sessions with multiple teachers teaching in tandem.
- BPC is hiring a lower school distance learning teacher to support the distance learning program and to work with students who opt for learning from home throughout the semester or the school year.
- Students who remain in distance learning mode when students are learning on campus will access classroom teaching via Zoom supported by [Swivl](#).

D. Student Supplies & Equipment on Campus

- BPC will arrange scheduled parent pickup of educational materials for the first month of school. This will include an iPad (K-3 students) or Chromebook (4 & 5 students), if needed.
- Students when on campus will store their individual box of supplies at their desk.
- Sharing of supplies and equipment among staff and students both in the classrooms and on the yard will be minimized to the extent feasible. When items must be shared, staff will clean and disinfect the shared items between uses.
- Students will be able to check out library books, the covers of which will be sanitized.

E. Drop-Off & Pick-Up Procedures

Drop-Off Procedures

- To avoid congestion, there will be a staggered schedule for drop off and pick up. Please see LS On-campus School Day Hours for your child's designated arrival and departure times.
- Before exiting their vehicles, adults dropping off their child(ren), should put on a mask. Masks should be worn over mouth and nose during the entire drop-off procedure until you re-enter your vehicle.
- Please walk your child to your designated entrance (K-5: Addison St. gate) to wait for the health screening. You should keep 6 ft distance between your family and the families in front and behind you in line, as marked on the ground.
- Exterior gates and classroom doors will be propped open during drop-off and pick-up so that families do not need to touch the keypad or the door/gate handles when they arrive at school.
- In order to minimize adult-adult contact and contamination of the newly disinfected classrooms, accompanying adults will not be permitted to enter the campus.



- Children arriving after 9:30 am should be taken to the Health Hub at 906 Addison Street (across from the lower school campus) for intake screening.

Pick-Up Procedures

- Children will be picked up at the Addison St. gate. Parents/caregivers will not be permitted to enter the campus.
- The entry gate will be open so that families do not need to touch the keypad or the gate handle.
- Please leave the campus immediately after picking up your child.
- Please limit interactions with other parents to the sidewalk away from the school gates and ensure that you maintain a safe distance (>6 ft) while talking.
- Please avoid gathering with parents from separate cohorts, to reduce the chance of cross-cohort contamination.

Other Transportation to & from School

- We are currently consulting with City of Berkeley and Alameda County health departments about how to safely integrate students taking public transportation to and from school.
- We are designing new socially distanced bike parking protocols for students and staff cycling to and from school and will share these a week ahead of school reopening for on-campus learning.

F. Recess & Lunch Procedures

In Distance Learning Mode:

- When students are working remotely, classroom teachers will designate a break time as part of their core instructional block in the morning and/or in the afternoon.
- Families are encouraged to ask children to move around the home/take a quick break outside during these times.
- Lunch time will be designated for 1 hour, approximately between 11:45 am - 12:45 pm. Physical activity options and/or classes will be provided to children via Zoom/Google Classroom.

In Hybrid Mode:

- When on campus, a staggered recess schedule by cohort with designated structured play/activity will be followed.
- The playground structure will not be in use for the time being.
- All outdoor play equipment, including sandbox toys, will not be shared and children will take turns using the sandbox.
- Lunch times will be staggered and areas will be designated for each cohort in various outdoor settings.
- Students will be expected to bring a lunch from home that is nut/sesame seed free. At this time, we will not be offering a hot lunch option. If this changes, we will let families know.



- On rainy days, students will stay in their designated classroom for recess and lunch and will participate in rainy day activities.
- Students will continue to maintain handwashing procedures before and after all breaks.

G. Outdoor Space

We will be utilizing all outdoor spaces and structures for classroom instruction during the school day which will allow us to maintain more space between students:

- Yard
- Garden
- Oasis
- Library Deck
- Athletic Field

H. Extracurriculars & Extended Daycare

- BPC will not be offering Extended Daycare or extracurricular activities beyond the school day, such as clubs and band, either online or on campus, at the beginning of this school year.
- We will inform families as soon as it is determined that we are able to offer a modified Extended Day program, clubs, and band.
- The Extended Daycare staff will be offering a variety of activities during the school day on Fridays as part of the lower school distance learning model.

I. Devices

- **iPad:** Our plan is to provide all students K-2 with an iPad supplied by Black Pine Circle School that they can use at school and at home.
- **Chromebooks:** Our plan is to provide all students in grades 3-5 with a Chromebook supplied by Black Pine Circle School that they can use at school and at home.
- **Headphones:** In the case of distance learning, we strongly recommend that each student acquire a pair of headphones.

If a family needs support with securing Internet access, please contact:

support@blackpinecircle.org

J. Digital Platforms

- **Seesaw:** For students in Kindergarten – Grade 3, SeeSaw will be the online platform for viewing video lessons and uploading student documentation of work (recordings, photos, videos, etc). Grades 4 & 5 may also use Seesaw depending on the specialist/class.
- **Google Classroom:** For students in Grade 4 & 5, Google Classroom will be the online platform for managing their work, discussions, and assignments.
- **Zoom:** The school will continue to use Zoom as our video conferencing platform for synchronous learning. Enhanced privacy settings will maximize student online safety.



- **G Suite Tools:** Students will have access and use the many of the tools in the Google Suite of Education Applications. It includes GMail, Docs, Slides, Forms, Sheet, Drawing, Jamboard, and Calendar.
- **Clever:** This online portal will bring K-12 applications into one secure place and provide single sign-on for everyone in the school.

Upper School (6-8) Campus

A. Hybrid Model: Four Days on Campus/Eleven Days Remote

- By grade level, students, divided into six cohorts of approximately 8-11 students, will have four days of on-campus instruction followed by eleven school days of remote learning in rotation (during which time other grades rotate on campus).
- On-campus school days will include staggered entry and departure times and will likely use the same time frames as in the distance model to maintain consistency for students.
- The on-campus schedule for each grade will feature projects designed by grade-level teachers, as well as advisory, PE, and community activities.
- Students will remain with one teacher and the same cohort of students for the week they are on campus and after a two-week quarantine, work with the same cohort and a new teacher for the subsequent week.
- Classes will primarily take place outside in designated spaces for each cohort unless weather, air quality, or other factors dictate that the class should work inside. In that case, students will go to their cohort's dedicated classroom that allows for them to be socially distanced.
- **Distance learning class schedules for each grade will be shared on Monday, August 24. On-campus class schedules will be shared at least one week in advance of the start of on-campus learning.**

Upper School Distance Learning School Day Hours

8:45 am - 3:00 pm

Upper School On-campus School Day Hours

Hours are still being determined and will be staggered for drop-off and pick-up. Details will be shared at least one week in advance of the start of on-campus learning.

B. Stable Cohort Formation

- At BPC, student groupings (cohorts) are developed thoughtfully considering many different factors, including learning style, cognitive abilities, psychological needs, friendships, gender balance, racial and ethnic balance, identity balance, interpersonal dynamics, and student engagement on Zoom (per our experience from last year).
- A team of teachers, specialists, and learning support staff, along with our heads of school has worked together to create our cohorts in preparation for onsite learning.
- We advise against mixing of cohorts outside of school to preserve cohort integrity and minimize risk of virus transmission.



- **Distance learning cohorts (approx 20) will be shared with parents on Monday, August 24.**
- **On-campus cohorts (8-11 students) will be shared with parents at least one week in advance of on-campus learning.**

C. Distance Learning

- Our distance learning program will be an enhanced and enriched version of the schedule we developed in the spring of 2020. It will feature more live/synchronous instructional times as well as additional physical movement sessions.
- It features 45-minute class periods: English, math for 3 periods/week; history, science, language for 2 periods/week; art, music, drama, PE, and a grade-specific course for 1 period/week; Advisory, Community Time, Town Hall, office hours 3 periods/week.
- Each class period is followed by a 30-minute flex period for students to receive guidance from teachers, do independent work, eat snacks, and take movement breaks.
- BPC may hire an upper school distance learning teacher, if necessary, to support the distance learning program and to work with students who opt for learning from home throughout the semester or the school year.
- Students who remain in distance learning mode when students are learning on campus will access classroom teaching via Zoom and Google Meet supported by [Swivl](#).

D. Student Supplies & Equipment

BPC will arrange scheduled pickup times of supplies (educational materials, texts, planners etc.) for all students for the beginning of the school year.

- Supplies needed for school may change over the course of the year, given the distance or hybrid models we are using. We will arrange for pick-up as needs change.
- Students will have individual supplies to use on campus, with on-campus storage available.
- Sharing of supplies and equipment among staff and students both in the classrooms and on the yard will be minimized to the extent feasible. When items must be shared, staff will clean and disinfect the shared items between uses.
- Students will be able to check out library books, the covers of which will be sanitized.

E. Drop-Off & Pick-Up Procedures

- To avoid congestion, there will be a staggered schedule and separate locations for drop-off and pick-up. The schedule and locations at different entrances around the US campus will be shared closer to the onset of on-campus learning.
- Parents of US students should remain in their vehicles while dropping off and picking up their students.
- During drop-off, US students will walk to their cohort's designated entrance to wait for the health screening. They should keep 6 ft. distance in line as marked on the ground.
- Exterior gates and classroom doors will remain open during drop-off and pick-up so that students do not need to touch the keypad or the handles of the gates/doors.



- In order to minimize adult-adult contact and contamination of disinfected classrooms, accompanying adults will not be permitted to enter campus.
- US students arriving after the beginning of the first period of classes should be taken/go to the Health Hub at 906 Addison Street (opposite the lower school campus) for intake screening.
- Please avoid gathering with students and parents from separate cohorts to reduce the chance of cross-cohort contamination.

Other Transportation to & from School

- We are currently consulting with the City of Berkeley and Alameda County health departments about safe integration of students taking public transportation to and from school.
- We are designing new socially distanced bike parking protocols for students and staff cycling to and from school and will share these at least a week ahead of school reopening for on-campus learning.

F. Recess & Lunch Procedures

- On-campus recess and lunch procedures are still being determined for the hybrid schedule, but expect that eating will take place outside, when possible, in spaces designated for each cohort, masked until eating and distanced, with handwashing before and after eating.
- Students will be expected to bring a lunch from home that is nut/sesame seed free. At this time, we will not be offering a hot lunch option. If this changes, we will let families know.
- Recess will include activities that do not share sports equipment.
- Students will continue to maintain handwashing procedures before and after all breaks.

G. Outdoor Space

We will be utilizing all outdoor spaces and structures for classroom instruction during the school day which will allow us to maintain more space between students:

- Yard
- Garden
- Decks
- 6th Street Building Patio (terrace)
- Athletic Field

H. Extracurriculars & Extended Daycare

- BPC will not be offering Extended Daycare or extracurricular activities beyond the school day, such as clubs and band, either online or on campus, at the beginning of this school year.
- We will inform families as soon as it is determined that we are able to offer a modified Extended Day program, clubs, and band.



I. Devices

Chromebooks: Our plan is for BPC to provide all students in grades 6-8 with a Chromebook that they can use at school and at home.

Headphones: In the case of distance learning, we strongly recommend that each student acquire a pair of headphones.

If a family needs support with securing Internet access, please contact :

techsupport@blackpinecircle.org

J. Digital Platforms

Google Classroom: Google Classroom will be used by all students in the upper school for managing their work, discussions, and assignments.

Google Meet: The primary video conferencing platform for synchronous classes and meetings will be Google Meet because it is integrated with Google Classroom. Students will find the Google Meet link for specific classes in each specific Google Classroom.

Zoom: This will be an alternative video conferencing platform for teachers to use for specific learning objectives. Zoom links will be shared via Google Classroom. Enhanced privacy settings will maximize student online safety.

G Suite Tools: Students will have access and use the many of the applications in the Google Suite of Education, which includes: GMail, Docs, Slides, Forms, Sheet, Drawing, Jamboard, and Calendar.

Clever: This online portal will bring K-12 applications into one secure place and provide single sign-on for everyone in the school.



OUR SCHOOL COMMUNITY

A. Student, Family, & Staff Well-being

- Creating a school culture that fosters social and emotional well-being is at the heart of BPC's teaching practices and school ethos.
- BPC prioritizes social and emotional learning in the classroom, where it's often harmonized with academic instruction.
- Responsive Classroom, a student-centered social and emotional learning approach, supports student well-being at the lower school and student advisories, at the upper school, are opportunities for students to build connections and focus on social and emotional topics and skills.
- Community building and social connections are strengthened through additional school activities, such as school assemblies [US Town Hall, and LS Monday Community Gatherings (MCGs)], LS Performances of Understanding (POUs) as well as houses, school clubs, and affinity groups.
- As we move between remote and on-campus learning, social and emotional learning will continue to be integral at BPC. Given the mental health effects of the pandemic, we believe it is critical to prioritize social and emotional well-being, by placing emphasis on connections and building community in the following ways:
 - Student assemblies, clubs, affinity groups, recess, MCGs, POUs, class meetings, social and emotional (SEL) activities, advisories, student performances, houses, project-based learning, and school buddies
 - Counseling services for students in need of social or emotional support
 - Resource and referrals for outside educational and therapeutic support
 - Student Support Services Team dedicated to working in collaboration with teachers and supporting all students
 - Student learning plans to allow for accommodations in the classroom when learning challenges are present
 - Faculty support groups
 - Parent support groups
 - Parent education

B. School Events

Part of what makes BPC so special are the opportunities for gathering together as a community throughout the year for events, activities, parent education, service, and volunteerism. Events such as the Back-to-School Picnic, Halloween festivals, Generations Day, and the Spring Soiree help families build lasting connections and a sense of belonging. Concerts, Performances of Understanding, the Art Exhibit Opening, Science Fair, and 8th Grade MasterWorks etc. provide occasions for us to celebrate student voice at BPC. All of these are an important and integral part of school life. We will work hard to reimagine as many of these experiences as possible and bring them to you in a digital format this year, knowing that enjoying them in person will most likely not be possible.



SCHOOL CALENDAR

For school closings, vacation dates, events, activities, and meetings, please refer to the [BPC Calendar](#), which is updated regularly and subject to change.

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