

# Cupertino High School Guide to Reopening



Dear Parents and Students,

Welcome back! Please use this guide to help you prepare for a return to in-person learning as well as for those who will be remaining in remote learning. By this time, all of you will have chosen the appropriate option for your student (staying in remote learning, staying in remote learning but returning to campus for after school extracurricular activities or athletics, or returning to in person learning). **This change in programs will begin on Monday, April 19th** and continue through the end of the year but is subject to the guidelines and restrictions imposed upon schools but the county and state.

## SCHEDULE AND ATTENDANCE

### Schedule:

This schedule has been adopted with a few minor changes to create space for an on-campus brunch. Office hours have also been moved to the end of the day and will be held virtually.



### Return to Campus Bell Schedule - Spring 2021

Monday/Thursday			
Period	Start	End	Minutes
1	8:00	9:30	90
Brunch	9:30	9:45	15
2	9:50	11:20	90
Lunch	11:20	12:15	55
3	12:20	1:50	90
7	2:00	3:30	90

Tuesday/Friday			
Period	Start	End	Minutes
Collaboration	7:50	8:50	60
4	9:00	10:30	90
Brunch	10:30	10:45	15
5	10:50	12:20	90
Lunch	12:20	1:10	50
6	1:15	2:45	90
Office Hours	2:50	3:30	40

Student Wednesday			
Period	Start	End	Minutes
Tutorial/ Asynchronous Learning Time & Occasional Homeroom/ Advisory	9:00	10:00	60
Break	10:00	10:15	15
Asynchronous Learning Time	10:15	12:00	105
Lunch	12:00	1:00	60
Office Hours	1:00	1:45	45
Break	1:45	2:00	15
Asynchronous Learning/ Student Activity Period/ Tutorial	2:00	3:30	90

Students choosing to return to campus will be placed into classes either two days per week (Monday/Tuesday or Thursday/Friday) or four days per week, based on family selection. All

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students whether on remote or in person will follow the return to campus bell schedule posted above. Wednesdays will remain the same as all students will be remote and must attend their assigned advisory. Students who are in-person may elect to stay on campus to access office hours remotely (in one of the campus' public spaces) or head home and access office hours from there.

### **Attendance:**

#### **In-Person Students**

For students who select to come to in-person learning and are unable to physically attend on their assigned days, a parent must call the attendance office to excuse the absence. Even if the student is able to attend classes virtually, if they are signed up to be in person an attendance mark will be noted of their physical absence. Parents will be notified unless they call in to excuse the physical absence.

Students must attend their assigned days and may not switch as the classes will be carefully monitored to maintain the required social distancing.

#### **Virtual Students**

Those students who are learning from home but are too sick to attend virtual classes or are having technical difficulties should also be called in to the attendance office by a parent.

#### **Phone Numbers**

Partial Day Absence Attendance Line: (408) 366-7320

Full Day Absence Attendance Line: (408) 366-7372

### **Off campus passes process:**

Students who may need to leave campus during the day for doctor's appointments or other allowable activities, must be called in by a parent or guardian to the attendance line. Our attendance clerk, Mrs. Orozco, will complete an electronic pass that will be emailed to the student so there will not be a need for them to come to the office. Students must show the pass if asked by a staff member.

**Changing from In Person to Remote Learning or from Remote to In Person:** We will be allowing families to change their decision after three weeks. If an issue arises before that time, please contact your child's Assistant Principal to discuss. Please note that it may be easier to switch from in-person to remote, but moving from remote to in-person may be more difficult due to capacity limitations. We will only allow families to change once.

Last name A-F Melina Nafrada [melina\\_nafrada@fuhdsd.org](mailto:melina_nafrada@fuhdsd.org)

Last names G-Le Yukari Salazar [yukari\\_salazar@fuhdsd.org](mailto:yukari_salazar@fuhdsd.org)

Last names Li-Re Steven Puccinelli [steven\\_puccinelli@fuhdsd.org](mailto:steven_puccinelli@fuhdsd.org)

Last Names Ri-Z Kimberlee Morgan [kimberlee\\_morgan@fuhdsd.org](mailto:kimberlee_morgan@fuhdsd.org)

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**HEALTH AND SAFETY PROTOCOLS**

**Safety Protocols for coming to campus:**

**Masks** will be required for students and staff while on campus during the following times: in-person pick-up and drop off; arrival to campus; throughout the day, except when eating or drinking in designated areas; travel around campus; and departure from campus. Disposable masks will be available for students who forget to bring theirs.

Students will be expected to wear their masks in classrooms and around campus. At minimum, face coverings should be cloth/fabric, have two layers of material, and be properly worn to cover an individual's nose, mouth, and chin. Cloth Face coverings / masks should:

- Fully cover the mouth, nose, and chin
- Fit snugly against the side of the face so there are no gaps
- Be held secure through either a tie, elastic, etc. to prevent slipping.



The full [mask policy can be found here](#).

**Social Distancing** will be required while on campus. Students should maintain distance from other students during the following times: in-person pick-up and drop off; arrival to campus; in the classroom; travel around campus; and departure from campus.

*If a student is observed not wearing a mask or following social distancing, the student will be given a reminder and then a directive if the reminder is insufficient. Students who continue to not socially distance, not wear a mask or not wear a mask correctly will be sent home for the remainder of the day. This will be an unexcused absence and parents/guardians will be contacted. Repeat offenders will be moved to the remote learning cohort.*

**Daily Screening Process:** All students must complete the screening survey to answer questions about their current health status before entering the campus. Staff members will be present at campus entry points to check completion. Please keep your student home if they are experiencing any symptoms such as fever, aches, chills, loss of the senses of smell and taste, shortness of breath, and other symptoms. See "Attendance" for guidelines around absences.

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## **Safety Protocols should a student or staff member become ill at school:**

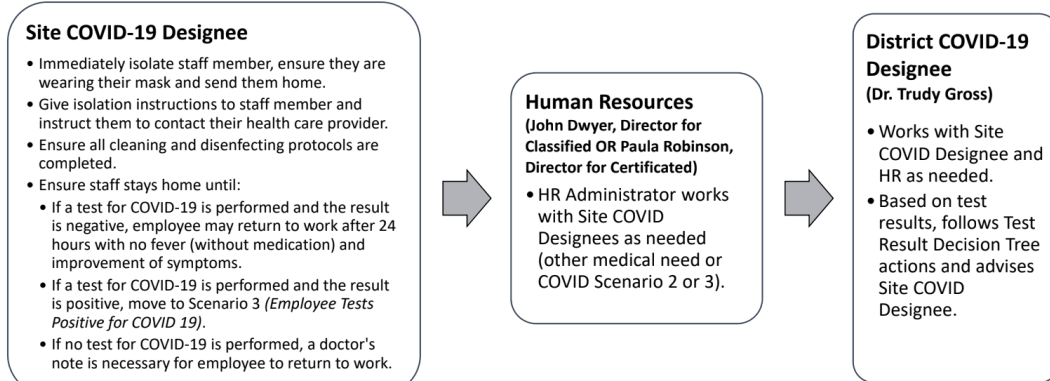
CHS is required to follow strict county and District protocols when individuals on campus begin displaying symptoms of COVID19.

## **Staff Member Exhibits One or More Symptoms:**

Version 20-Nov-20

### **FUHSd COVID-19 Response Plan - Scenario 1 - Employee Exhibits One or More Symptoms**

Symptoms may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and/or diarrhea.



Direct links: [Home Quarantine & Isolation Guidelines](#); [Cleaning protocols](#)

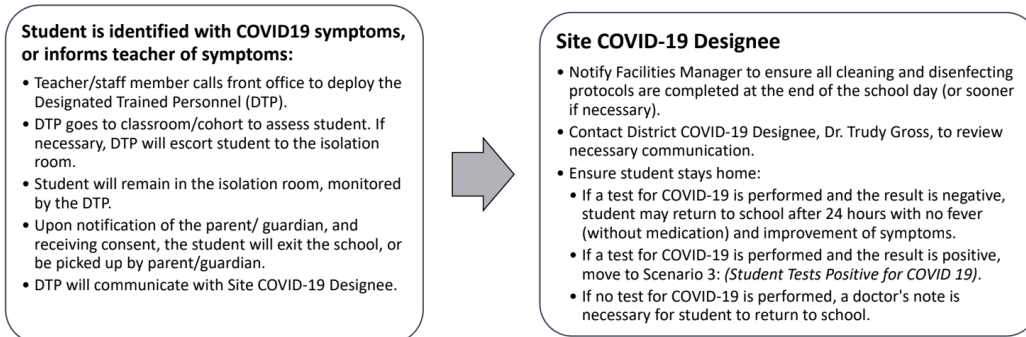
## **Student exhibits one or more symptoms - English**

## **Student exhibits one or more symptoms - Spanish**

Version 20-Nov-20

### **FUHSd COVID-19 Response Plan - Scenario 1 - Student Exhibits One or More Symptoms**

Symptoms may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and/or diarrhea.



Direct links: [Home Isolation & Quarantine Guidelines](#); [Cleaning protocols](#)

## **Cleaning and Sanitation:**

Our custodial staff will be focusing on high traffic areas throughout the day such as bathrooms or public areas to maintain cleanliness. They will be actively circulating through campus to refill soap and hand sanitizer sections as well as immediately responding to issues with our HVAC systems. Custodians will be cleaning high touch areas such as desks and doors in the evening,

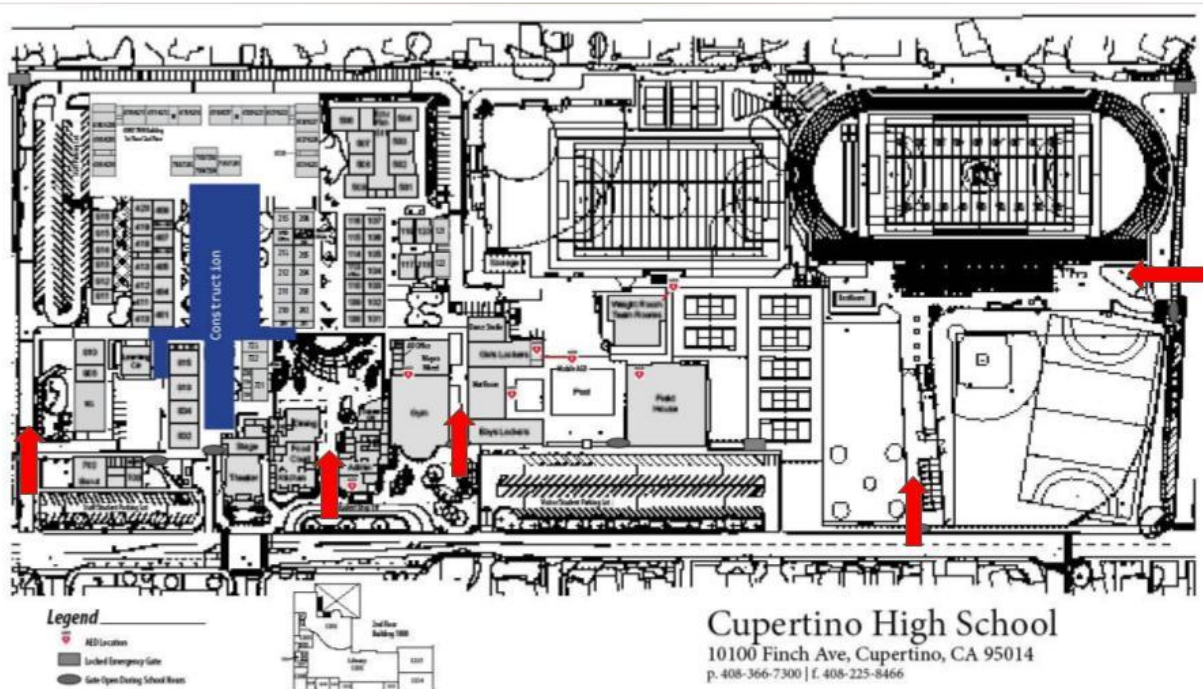
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and teachers will be provided with cleaning supplies to use as needed. Students may voluntarily clean their desk with the provided materials but should not bring their own cleaning products other than personal items such as hand sanitizer or wipes. Our custodial staff also has safety procedures and protocols for emergency situations if a student gets sick. In that instance, we will clear the room of students and the custodial staff will immediately begin deep cleaning and sanitizing of the room and area before the room is back in use by students or staff. We will be asking students to do a thorough job of picking up their trash, especially at brunch and lunch, so that our custodians may focus on cleaning to maintain a safe environment.

### ACCESSING CAMPUS

#### **Entrance to campus:**

Pedestrians will enter campus from three points: the main gate by the office, the gate from the student parking lot between the gym and locker room, or the Tilson Gate. Students on bicycles may enter from the gate on Finch, through the Tilson Gate, or through the entry nearest the bank. As they pass through the gates, students must be properly wearing a mask and maintaining social distance, and symptom checkers will be checked.



**Students who drive to school** may only park in the student lot near the pool and must have a CHS 2020-2021 parking permit. There will be no charge for the parking passes, and it must be a current pass displayed on the left side of the rear window. To apply for a parking pass, please complete the online [CHS 2020-2021 Parking Permit Request](#).



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**Students who bike to school** may enter campus from one of three locations: the Tilson Gate, the gate on Finch near the new field entrance plaza, or from the driveway nearest the bank. Attach bikes to the provided bike racks and be sure to leave space between bikes to allow for the proper social distancing. Bikers must wear helmets and bring their own locks. Masks must be in place as soon as you have parked your bike and before you lock your bike. Check out the new video that shows you what's what with regard to Safe Routes to School!

### **Drop off or Pick up:**

On campus drop off and pick up are only allowed in the bus circle or in the student lot. It's also possible to drop off at the theater crosswalk in order to cross Finch safely. The staff lot is off limits to students and parents; for safety reasons, only Cupertino staff and construction workers and trucks will be allowed in the staff lot. Those driving students to school must remain in their cars.



### **Closed Campus:**

Cupertino High School will be a closed campus, which means that students will not be allowed to leave campus during lunch or during an open study period. Students should arrive for their first scheduled class of the day and leave campus after their last scheduled class for the day.

### **Student ID Cards:**

If you are in need of a Student ID Card because you have lost the one issued to you or never received one and would like one, please see Ms. Nguyen in our ASB Office during brunch, lunch and after school.

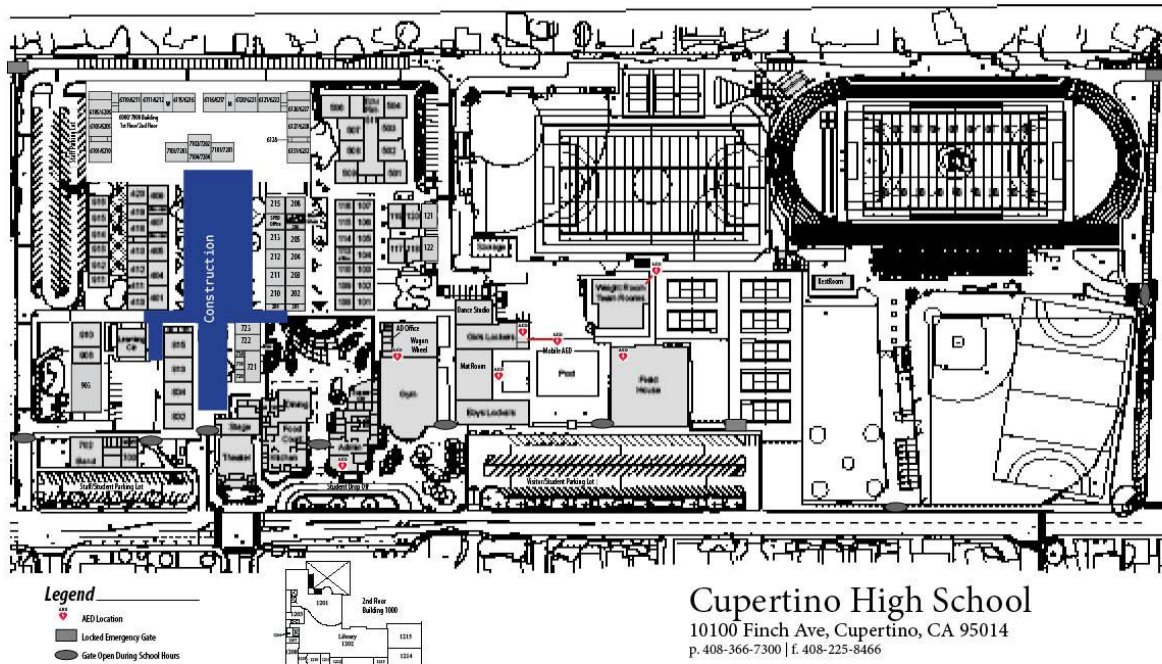
## **GETTING AROUND CAMPUS**

### **Moving to, from, and between classes:**

Once on campus, students must keep their masks on and stay socially distanced. There are two locations on campus, near rooms 401-409 and 209-215, with one way traffic only because

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of the construction. These directions will be marked. Passing periods have been expanded to 10 minutes, so even if you have to go a little farther to reach your next class, you should have plenty of time to do so.



At doorways to classrooms, students should not group together but stay distanced to allow for a safe entry and exit. Hand sanitizer units have been installed at the entry to each classroom, so students and staff are encouraged to sanitize their hands when coming and going from class.

When using stairwells, please stay to the right as you go up or down for orderly flow.

### **Bathroom usage:**

Each bathroom will be limited in the number of students allowed, so when capacity is reached each following student must wait until a spot opens. Students must wait in a line, six feet apart from the person in front or behind them. Staff may redirect students to another bathroom if the line becomes too long. Bathrooms will be open near the cafeteria and in the 6000 building; gender neutral bathrooms are available in the Wagon Wheel.

### **Common spaces like library, cafeteria, mezzanine, terrace:**

With the campus being closed, students must find a space to work on homework or attend to other needs. Students are welcome to be outside at a table or bench but must show proof of a study period if asked by a staff member. Here are the rules governing our public spaces:

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- Library -- Library services like book check-out or tech help are still available, but because classes are held in the library space, it will not be open for students during an open period.
- Cafeteria -- This space is off limits as it will be needed by our Food Services team to prepare community lunches. Grab-and-go food will be provided, but students may not eat in the cafeteria
- Mezzanine -- Students are allowed to work quietly in this public space but must maintain 6 feet of distance while doing so.
- Terrace -- will be open to students with study periods. Social distancing must be maintained.
- College and Career Center -- will be open to students with study periods, but limited to 10 students at a time. This space may be closed periodically for campus events.

### **CLASSROOM GUIDELINES**

#### **Inside classrooms:**

Each classroom has been given a limited capacity based on the county restriction of six feet between students. Each student will be assigned a specific seat and they must use that seat for the entire period unless directed by the teacher. If there are no seats available, then the student must step outside the room to allow the teacher to properly assess and deal with the issue. Students should not walk about the classroom unless directed by the teacher. All HVAC units in our classrooms have been serviced and assessed to safely operate by allowing a maximum amount of fresh air to be brought into the classroom. All filters have been replaced with Merv-13 filters, which are a high grade filter that is recommended by the country because it filters particulates and bacteria.

#### **What to bring to campus:**

Tech devices such as a ChromeBook or laptop that are fully charged, charging cords, headphones, and other school supplies such as paper, notebooks, pens, pencils, highlighters, and other supplies as needed for particular classes. If you need to borrow a ChromeBook for daily use, please fill out the link for [tech requests](#). We will also have temporary loaners through the library should you forget yours or if it runs out of power, please check in with your teacher if you need to borrow one for the day and they will direct you where to get one. We will not be lending or loaning headphones as this is a hygiene issue so please bring your own.

#### **Connecting to WiFi On Campus:**

Once you return to campus you will be able to connect your personal computer to the school WiFi. There are different directions depending on what type of computer you are using. [Click here for the directions](#), it is recommended that you download them for offline use or take a screenshot so you can access them when you get to campus. You should only connect one device to the FUHSD network.

#### **Brunch and Lunch Procedures:**



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Brunch and lunch food will be available to students on a 'grab and go' basis in the cafeteria. Due to social distancing, students will not be allowed to eat in the cafeteria for either of these meals. Students will not be allowed to eat indoors, but space will be made available outside throughout the entire campus. Students are allowed to remove masks to eat but must be 6 or more feet apart while doing so. No food will be allowed on the fields, and that will be a designated area for all students to remain masked.

### **Procedures for coming to the office:**

Traffic in and out of the office building will be regulated to reduce the number of people inside and to maintain a safe yet productive environment. Most meetings will continue to be on Zoom, but we recognize that some conversations will need to be in person.

In order to control the foot traffic in and out of the office building, please note that there are two doors that lead into the building and entry will be restricted to the following:

- **Parents & Remote Students** use doors at the main entrance -- any visitor must wait at the door until invited in; those behind must stay six feet away from each other while waiting to see Attendance Clerk or Registrar. There are phone numbers posted outside to call for assistance.
- **On-campus Students** use doors off the quad. For students, there will be a table set up near the College and Career Center and manned by the guidance team for students to access help during brunch and lunch. There will be a process for scheduling individual appointments.

Please note that all school rules and procedures will be in effect in addition to the ones described above.