



2021-2022

Parent Safety Handbook for
Sherman Oaks School
([Disponible en Español](#))

1800 C Fruitdale Avenue
San Jose, CA 95128
(408) 795-1140

Principal: Pablo Viramontes

Assistant Principal: Wendy Gonzalez

WELCOME BACK!

We are excited to have our students back on campus this year while we work towards having them learn to their highest potential and continue their journey to becoming bilingual. The purpose of this document is to provide an explanation of the school protocols and expectations for students for when they return to school this year. Thank you for reviewing this handbook before your child's first day of school.

Start Date

- The first day of school will be on August 19th.

Schedule

2021-2022 SOaks Bell Schedule				
Monday, Tuesday, Thursday, Friday				
Grade	Start	Recess	Lunch	End
TK	8:10	10:00 - 10:20	12:15 - 1:00	2:20
K	8:10	10:00 - 10:20	12:15 - 1:00	2:20
1	8:10	10:00 - 10:20	12:15 - 1:00	2:20
2	8:10	10:00 - 10:20	12:15 - 1:00	2:20
3	8:10	10:00 - 10:20	12:15 - 1:00	2:20
4	8:00	9:52 - 10:07	11:51 - 12:30	2:20
5	8:00	9:52 - 10:07	11:51 - 12:30	2:20
6	8:00	9:52 - 10:07	11:51 - 12:30	2:20
7	8:00	9:52 - 10:07	11:51 - 12:30	2:20
8	8:00	9:52 - 10:07	11:51 - 12:30	2:20
Wednesday				
Grade	Start	Recess	Lunch	End
TK	8:10	10:00 - 10:20	12:15 - 12:55	1:20
K	8:10	10:00 - 10:20	12:15 - 12:55	1:20
1	8:10	10:00 - 10:20	12:15 - 12:55	1:20
2	8:10	10:00 - 10:20	12:15 - 12:55	1:20
3	8:10	10:00 - 10:20	12:15 - 12:55	1:20
4	8:00	9:52 - 10:07	11:50 - 12:30	1:20
5	8:00	9:52 - 10:07	11:50 - 12:30	1:20
6	8:00	9:52 - 10:07	11:50 - 12:30	1:20
7	8:00	9:52 - 10:07	11:50 - 12:30	1:20
8	8:00	9:52 - 10:07	11:50 - 12:30	1:20

Drop off and Pick up Procedures

In an effort to ensure safety for all students it is important that parents understand the following procedures that we plan to continue for student drop off/pick up. Smooth traffic flow requires the help and cooperation of everyone.

Drop Off

- Please refer to the bell schedule for your student's start time
- Drivers may remain in their vehicles during drop-off and pick-up. If parents of younger students wish to walk their students to their classroom they must park. Please limit your time on campus.
- Please be on time for your designated drop off time and ensure that your student has their mask/backpack/supplies ready to go when arriving at school.

- Parent volunteers who are vaccinated and wearing a mask may be on campus for a limited amount of time during drop off and dismissal.
- Students will be greeted at their drop off location and there will be support staff if you decide to drop off your student from your vehicle.
- Cars are not allowed to park in the drop off area.

Pick Up

- Please be on time.
- For in-person pick-up (Grades TK-2), please have only one parent or caregiver, wearing a facial covering come meet the child near the gate.
- If you will be staying in your vehicle and having your student walk to you, please have the child's seat cleared and ready to get in as quickly as possible.
- Cars are not allowed to park in the pick up area.

Drop Off / Pick Up Locations:

TK/K Combo (Maestra Linder):

Drop Off

8:10: TK Outside door
Cars will enter on Fruitdale Ave.

[*TK Video Link*](#)

Pick Up

2:20: TK Outside door

Kindergarten:

Drop Off

8:10: Gates by MU building
Cars will enter on Sherman Oaks Drive.
Please do not park in the drop-off and pick-up zone. Find a parking spot and walk your child to the line-up area.

[*Kinder Video Link*](#)

Pick Up

2:20: Gates by MU building

First Grade:

Drop Off

8:10: Gates in front of school
Cars will enter on Sherman Oaks Drive.
Please do not park in the drop-off and pick-up zone. Find a parking spot and walk your child to the line-up area.

[*First Grade Video Link*](#)

Pick Up

2:20: Gates in front of school

Second Grade:

Drop Off

8:10: Gates by Campbell Care
Cars will enter on Fruitdale Ave.
Please do not park in the drop-off and pick-up zone. Find a parking spot and walk your child to the line-up area.

[*Second Grade Video Link*](#)

Pick Up

2:20: Gates by Campbell Care

Third Grade:

Drop Off

8:10: Gates by Campbell Care
Cars will enter on Fruitdale Ave.
Please do not park in the drop-off and pick-up zone.

Pick Up

2:20: Gates by Campbell Care

[Third Grade Video Link](#)

Fourth Grade:

Drop Off

8:00: Gates by MU Building
Cars will enter on Sherman Oaks Drive.
Please do not park in the drop-off and pick-up zone.

Pick Up

2:20: Gates by MU Building

[4th Grade Video Link](#)

Fifth, Sixth, Seventh, & Eighth Grade:

Drop Off

8:00: Gates by Campbell Care
Cars will enter on Fruitdale Avenue.
Please do not park in the drop-off and pick-up zone.

Pick Up

2:20: Gates by Campbell Care

[5th,6th,7th,8th Grade Video Link](#)

Siblings

If a student has a brother or sister who has an earlier start time, there will be a designated and supervised area for them to wait until their start time. This area is the covered eating area by the Multi-Use (MU) building. Older siblings will be dropped off and picked up at younger sibling's location.

Tardy Procedures

Gates will be shut at 8:15. If your student arrives late, please have them stand in line outside the office. Please do your best to be on time!

School Protocols

Cleaning Protocols

- Classrooms, restrooms and common areas will be cleaned daily and disinfected. High-touch areas will be disinfected daily.
- Classrooms will be provided with soap, hand sanitizer, and wipes. Additional hand sanitizing stations will be located in common areas, such as the school office, cafeteria, etc.
- Students will be required to wash/sanitize their hands before entering classrooms as well as after bathroom visits.
- At the end of the school day, students will wipe their desks with a cleansing wipe.

Recess and Lunch

Students will be assigned specific areas for recess and allowed only to interact with a limited amount of students. Decide whether you would prefer that your student wear a mask in outside settings. Students will be responsible for their own mask wearing while outside. Students must have a mask with them when outside.

The blacktop area will be divided into different sections.

- Students will eat and play in their designated areas.
- All eating areas will be outdoors.
- Students are not permitted to share food.
- We recommend that students bring a water bottle

- If students use the bathroom during recess, they will use their designated bathroom and wear a mask before entering the building.

Bathroom Usage

There will be a general schedule for bathroom breaks. Students will be expected to wash hands after using the restroom. Accommodations will be made for students if they have to use the bathroom outside of scheduled times, but they will only use their identified restroom.

Visitors

All visitors are required to be masked and fully vaccinated in order to be on campus. Authorized visitors and essential personnel must adhere to all school protocols:

- Visitors and personnel must use a face covering when entering the facility or meeting with workers.
- If visitors and essential personnel are symptomatic, they are prohibited from the site.

Outdoor Instruction and Air Flow

- Additional outdoor spaces will be available for students to do learning and activities outside whenever possible.
- Doors and windows will be open in classrooms to promote air flow.

Monitoring COVID-19

Physical Distancing

The CDPH (CA Department of Public Health) mentions that instruction can occur safely without physical distancing requirements while mask wearing and hand washing are implemented.

Face Coverings

- All students and adults will be required to wear a face covering when indoors on school property
- Masks are optional outdoors for all K-12 school settings.
- At the teacher's discretion, students may be allowed to have mask breaks while outside of the classroom.
- Each school will maintain a supply of non-medical masks in case a student or staff member forgets a mask and needs one for the day.

MASK GUIDANCE

SHARED OFFICE	SINGLE OFFICE/ROOM WITH A DOOR	FRONT OFFICE OF A SCHOOL	EMPTY CLASSROOM	CLASSROOM WITH STUDENTS	WHILE EATING
<p>IN A SHARED OFFICE</p> <ul style="list-style-type: none"> In a shared office, both unvaccinated and vaccinated staff must wear a face covering at all times, per the 8/2/21 Health Order. <p><small>Previous to this latest order, masks were optional for vaccinated staff in this context.</small></p>	<p>IN A OFFICE/ROOM WITH A DOOR</p> <ul style="list-style-type: none"> A face covering/mask does not need to be worn if a person is working alone, and the door is closed. A face covering/mask should be put on if someone approaches or enters the office/room. A face covering/mask should be worn when leaving the room and entering common spaces. 	<p>IN THE FRONT OFFICE OF A SCHOOL</p> <ul style="list-style-type: none"> A face covering/mask must be worn at all times. 	<p>IN AN EMPTY CLASSROOM</p> <ul style="list-style-type: none"> A face covering/mask does not need to be worn if a person is working alone and the door is closed. Face coverings/masks should be worn if someone approaches or enters the office/room. face coverings/masks should be worn when leaving the room and entering common spaces. 	<p>IN AN OCCUPIED CLASSROOM, WITH STUDENTS</p> <ul style="list-style-type: none"> Face coverings/masks must be worn at all times. 	<p>WHILE EATING OR DRINKING</p> <ul style="list-style-type: none"> Face coverings/masks can be removed but must be put back on immediately when finished.

In addition, according to the 2021-2022 School Guidance:

- Masks are optional outdoors for all in K-12 school settings.
- K-12 students are required to mask indoors, with exemptions per CDPH face mask guidance.
- Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Persons exempted from wearing a face-covering due to a medical condition must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.



Revised 8/3/2021

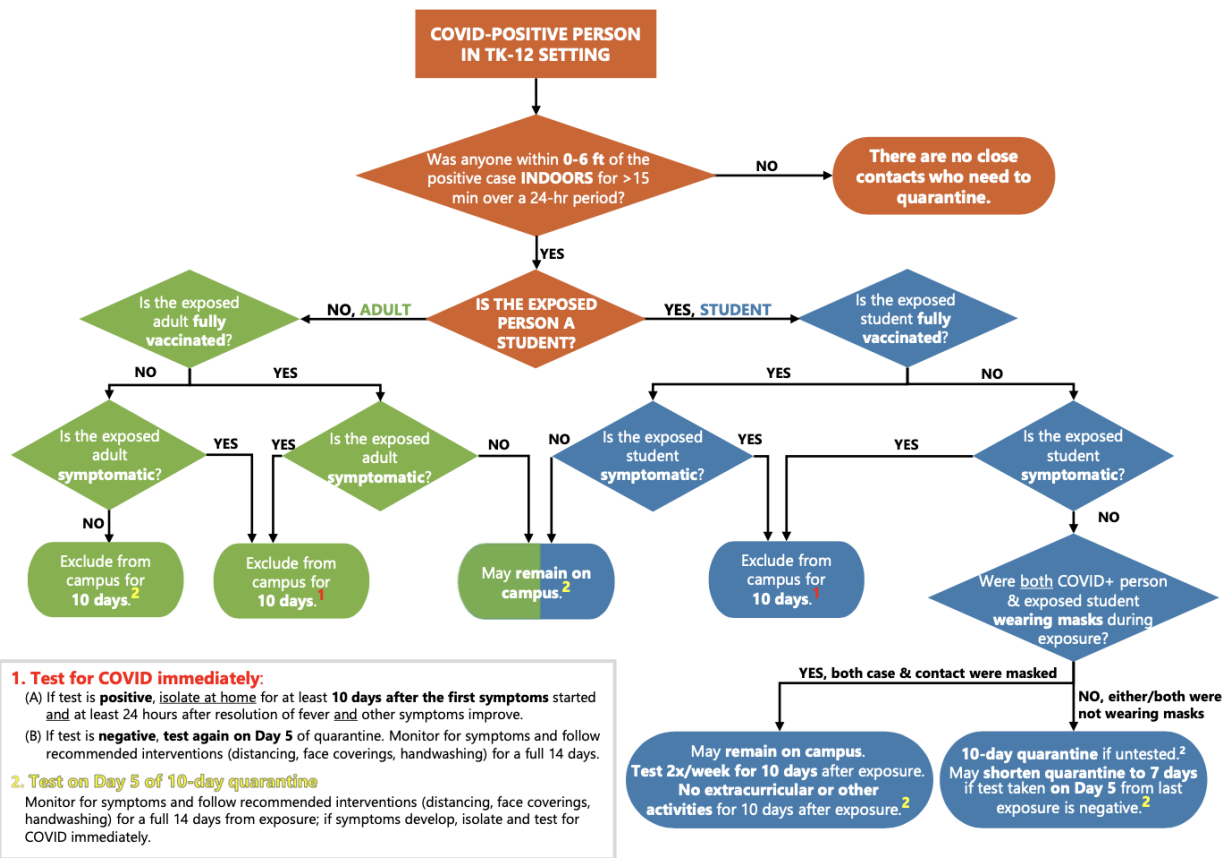
Health Screening

- Parents or guardians are required to conduct symptom screening at-home with their child each day prior to arrival at school. Their signed copy of the **COVID-19 Symptom Check Agreement** acknowledging that they will conduct these daily symptom checks will be kept on file in the school office.
- Daily screening must include taking the child's temperature and reviewing the list of COVID-19 symptoms to determine whether the student has them. COVID-19 symptoms include:
 - Fever (100°F or higher), chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, nausea/vomiting, or diarrhea.
- Students are to stay home if they exhibit any COVID-19 symptoms.
- Students with any identified COVID-19 symptoms and/or a temperature of 100.0 degrees F or higher will be sent home immediately until testing and/or medical evaluation has been conducted. The student will wait in a safe, isolated area until the parent or caregiver arrives.
- As we enter the cold and flu season please be aware that children may exhibit symptoms not associated with COVID. If you are concerned about symptoms, please keep your child home and consult your physician.



COVID-19 Exposure and Quarantine:

2021-2022 Quarantine Requirements for TK-12 School Settings



8.6.2021

Click [here](#) to expand the images

COVID-19 Testing and Reporting

- Students will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

- If a student exhibits symptoms of COVID-19, the parent/guardian should contact their health care provider to have the student tested and should not bring the student to school until the parent/guardian can provide documentation of a negative test result to school administration.
- In lieu of a negative test result, symptomatic students will be allowed to return to work/school with a medical note by a California licensed physician that provides alternative explanations for symptoms and reason for not ordering COVID-19 testing.

Positive Test Results

- Parents/guardians are required to notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Per the Public Health Order, we are required to report all positive COVID-19 cases and provide the appropriate follow up.

Daily Symptom Checks

The district has a strict policy that parents will complete the symptom checks daily.

Need More Information?

- Santa Clara County Public Health Department FAQs for education programs: <https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx#reportcase>
- 2021-2022 Safe School Opening Plan
https://www.campbellusd.org/docs/safe-schools-opening-plan_2021-22/?q=safe-schools-opening-plan_2021-22&l=
- Sherman Oaks School web page: <https://shermanoaks.campbellusd.org>