



**COASTLINE CHRISTIAN SCHOOLS**  
**RETURN TO CAMPUS**  
**ROAD MAP HANDBOOK**  
2020-2021





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## LETTER FROM HEAD OF SCHOOL

### DEAR CCS FAMILIES,

Last March the Covid 19 pandemic caused CCS to shut down on-campus instruction and our school community had to quickly transition over to distance learning for the remainder of the school year. Distance learning has continued to take place into the beginning of this school year and despite the ongoing challenging circumstances, our staff has done a remarkable job of providing an excellent, CHRIST CENTERED education. Together, as a community, during this pandemic, we have all endured and remained steadfast to our commitment to providing the best for our children, and this remains true as we move forward, together, in faith, to take the next steps towards normalcy.

Our leadership teams over the past months have been deeply engaged in extensive planning to reopen our campus and classrooms safely and responsibly. This planning has been done in collaboration with healthcare professionals, Alameda County leaders, parents, and other Christian schools in the Bay Area. The decisions we have made and will make have been guided by our commitment to teaching your children as safe as possible while still achieving excellence in all our programs. CCS remains sensitive to the needs of community members and seeks to be in clear and regular communication with you. The conditions of living with a pandemic have placed a burden on many persons, and educational institutions are no exception. In seeking to do well by our constituents, particularly our families and students, we note again that we continue to monitor directives from health and government officials. This particular plan is therefore also subject to change.

Our current school plan is to reopen campus in waves by grade levels for classroom instruction. Starting on November 2nd, grades Kindergarten through second grade will be offered on-campus instruction. Grades 3-5th will possibly start on-campus instruction on November 16th, and grades 6th-8th will possibly start on-campus instruction on December 7th.

To continue to weather this storm it is imperative that our CCS parents, teachers, staff, and leaders continue to remain united and banded together as we transition into the next phase of achieving normalcy. CCS is not just a school but a community connected by our love for learning, each other, and our Lord. God did not promise us a life without challenges; however, no matter what we face in this world today, He does promise to faithfully walk alongside us and to always provide a way forward in faith. CCS will take the next steps forward in faith, and we anxiously await the day our community will all come together again.

We hope this Return to Campus Road Map will be a valuable and encouraging resource as we trust God for an outstanding school year on our campus.

In Christ,  
**Paul Harrell**  
*Head of School*



# CLASSROOM INSTRUCTION: ON CAMPUS

## ON CAMPUS INSTRUCTION EXPECTATIONS

- Full, on-campus learning, Monday - Friday
- Elementary Hours: 8:25 AM - 3:25 PM
- Middle School Hours: 8:40 AM - 3:35 PM
- New Class Schedule
- New health protocols, procedures, and physical distancing
- Employees and students required to self-screen and wear masks/coverings daily while on campus
- Students will remain in their class cohorts all day without mixing with other cohorts. (see Reopening Plan p. 6, 34-35)



## CLASSROOM INSTRUCTION: REMOTE

Distance learning will be offered all year, even when CCS is on campus full time. The school recognizes that due to preexisting health conditions or COVID-19 infections and exposure, some students and faculty may face extended absences from our campus during the 2020-21 school year. The school has purchased equipment for every classroom to provide live access to classes for students required to learn from home due to a variety of reasons (exposure, diagnosis, family quarantine, preexisting conditions, health concerns, etc.). Distance learning will be provided to students on an as-needed basis during the school year to meet the challenging circumstances of COVID-19.

### INSTRUCTIONAL TECHNOLOGY

CCS has upgraded all classrooms with hardwiring for the teacher's laptop to provide a strong online connection, document cameras that will also serve as webcams for the whiteboard and teacher instruction, and microphones for online teaching giving faculty the ability to provide live instructional opportunities to off-campus students. The upgrades will allow the school to provide live classroom access to students who choose not to attend on-campus instruction due to COVID 19.

To protect our students, content will be made available through school-provided Chromebooks and G Suite secured tools (e.g. Google Meet) or other services researched and purchased by the school. Content will not be publicly accessible. Recordings of lessons may be requested in advance by parents for excused absences.

### REMOTE INSTRUCTION EXPECTATIONS

- Full, distance learning, Monday - Friday
- New Class Schedule
- Pick up and drop off of student work will be Wednesdays and Fridays.
- Teachers will be instructing students on-site and at home simultaneously; therefore, distance learning will have some of the following changes:
  - The school day will be longer, following the on-campus schedule
  - Classes or break times may change.
  - AR testing will be offered through the core teacher; after school AR testing will be discontinued once all grade levels have returned on-campus.
  - Class sessions will not be recorded unless prior arrangements are made and agreed upon between parent and teacher.
  - Student expectations:
    - Attend all classes ready to learn and to participate
    - Complete all classwork and homework on time

TECH QUESTIONS? Contact Ricky Wong, IT Director ([Rickywong@ccs-rams.org](mailto:Rickywong@ccs-rams.org))



## HEALTH & WELLNESS ON CAMPUS

### RETURN TO SCHOOL COMMITMENT LETTER AND RELEASE

In order to ensure a safe learning environment on campus, legal parents/guardians must read and sign the Commitment Letter and Release for each child.

### DAILY SELF-SCREENING & TEMPERATURE CHECKS

CCS will require parents to take the lead for “screening” their child(ren) each morning and will be required to fill out a health questionnaire prior to entering the classrooms. Staff will also be required to self-screen prior to coming on campus. Upon arrival to campus, CCS staff will take individual student temperatures prior to entering the educational building and classrooms. A student with a 100°F temperature and above will not be permitted to attend class and will need to follow the steps outlined on the Decision Tree based on the county guidelines.

If symptoms arise and cannot be attributed to any other health condition, please have your child stay at home and contact the school administration and your health care provider. Based on your symptoms, the school administration, along with your healthcare provider, will help create a plan for when your child can return to school. CCS employees with these symptoms or those who do not feel well should contact their manager and the school administration and stay home from work. Employees should also inform their manager and stay home if they receive a confirmed COVID-19 diagnosis from a positive medical test or a diagnosis from their health care provider.

All CCS parents/guardians and employees should refer to the COVID-19 Return to Campus Commitment Letter & Release for details on daily self-screening. This is available on our school [website](#).

### PERSON PROTECTIVE EQUIPMENT

Based on California and Alameda County orders, all employees and students will be required to wear face coverings in the building unless they are medically exempt. While teaching and 6 feet of physical distance can be maintained, teachers will have the option to wear a face covering/mask or face shield with drape. We will be encouraging students to spend time outside during their lunch and recess times so they can remove their face coverings when actively playing.

School approved face coverings as recommended by the Alameda County Public Health Department:

- Disposable mask or surgical mask
- Cloth mask
- Face shield worn with a cloth drape across bottom and secured



## HEALTH & WELLNESS ON CAMPUS (CONT.)










### TESTING OF STAFF

Per the recommendation of the COVID-19 School Guidance Alameda County School Reopening Plans compiled by ACOE and ACPHD, all staff members (teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff) should take the COVID-19 test before school reopening and then periodically every two months as is practicable. Coastline Christian Schools (CCS) is contracting with PMH Lab to provide COVID-19 testing to staff and other members of the CCS community. PMH Laboratory, Inc, located in Huntington Beach, California, is a licensed (CLIA #: 05d2137011) COVID-19 processing center to process the results. (see Reopening Plan p. 20 for details)

After school reopening, if students or staff members exhibit COVID-19 symptoms or have been exposed to someone with COVID-19, CCS will follow the School Scenarios and Protocols for Symptoms and Positive Cases, which is Addendum 2b of the [COVID-19 School guidance: Alameda County School Reopening Plans](#).

QUESTIONS for the SCHOOL ADMINISTRATION? CONTACT: 510.522.0200 office@ccs-rams.org

### NEW STUDENT DROP OFF/PICK UP PROTOCOLS

DROP-OFF PROTOCOLS	PICK UP PROTOCOLS
 <p>Fill out hard copy of Health Questionnaire</p>	 <p>Wear your face mask/covering.</p>
 <p>Wear your face mask/covering. Maintain social distancing.</p>	 <p>Pick up your child at their classroom's designated pick up door/area. Maintain social distancing.</p>
 <p>Wash your hands at outdoor hand washing stations.</p>	 <p>K-5th students must be signed out. (2nd-5th grades - sign out at outside tables labeled by grade level. Wait outside for your child to come to you.</p>
 <p>Go to your child's classroom's designated entrance to the educational building.</p>	 <p>Leave campus immediately after you pick up your child(ren).</p>
 <p>Line up for temperature check and turn in Health Questionnaire.</p>	





#### OUTSIDE CLASSROOM DOORS

- K - J. Gullman (E106)
- K - J. Wong (E104)
- 1st - A. Hungate (E108)
- 1st - D. Jeong (E110)
- 3rd - S. Trimble (E102)

#### ■ SIDE DOORS (NEAR BATHROOMS)

- 2nd - A. Au (E105)
- 2nd - C. Wan (E107)

#### ■ SIDE DOORS (IN STAIRWAY)

- Middle School (E206, E207, E208, E209, E211)

#### ■ FRONT DOOR

- 3rd - E. Lingad (E101)
- 4th - G. Yee (E103)
- 4th - V. Lai (E201)
- 5th - M. Hurtz (E203)
- 5th - J. Abbot (E205)

DROP OFF AND PICK UP ENTRY/EXIT MAP

All elementary students must be signed out by an authorized adult in order to be released by their teacher.



# DECISION TREE

Based on chart provided by Alameda County Office of Education and Alameda County Public Health Department.

1. HAS SYMPTOMS	
A student/staff either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100 or above.	<ul style="list-style-type: none"> <li>• Send student/staff home.</li> <li>• Isolate student/staff in a separate room until pick up.</li> <li>• Advise student/staff to contact their healthcare provider and consider COVID-19 testing.</li> <li>• Advise student/staff to share the test results with the school administrator as soon as possible:</li> <li>• If positive: Follow Actions in Scenario 3</li> <li>• If negative: Follow Actions in Scenario 4</li> <li>• Follow isolation instructions unless COVID-19 is ruled out by a health care provider.</li> </ul>
2. CLOSE CONTACT TESTS POSITIVE	
A household member or someone in close contact with a student/staff test positive for COVID-19.	<ul style="list-style-type: none"> <li>• Send student or staff member home.</li> <li>• Advise student/staff to follow quarantine instructions for a minimum of 14 days.</li> <li>• Advise student/staff to contact their healthcare provider and consider COVID-19 testing.</li> </ul>
3. TESTS POSITIVE	
A student or staff member test positive for COVID-19.	<ul style="list-style-type: none"> <li>• Contact Alameda County Public Health Department (safelearning@scgov.org OR 510-268-2101)</li> <li>• Advise household contacts of COVID-19 positive student/staff to follow quarantine instructions, contact their healthcare provider and consider testing.</li> <li>• Student/staff to isolate at home.</li> </ul>
4. CURRENTLY ISOLATED & TESTS NEGATIVE BEFORE 10 DAYS	
While a student/staff has been isolated because of symptoms, they receive a negative test result for COVID-19 and want to return to school before 10 days have passed.	<ul style="list-style-type: none"> <li>• Follow isolation instructions</li> <li>• COVID-19 test is negative, the student/staff can return after:</li> <li>• They are feeling better.</li> <li>• There have been at least 24 hours with no fever (without taking medicines to lower a fever)</li> <li>• Must show a medical evaluator note to verify that the symptoms are not due to COVID-19 and the test for COVID-10 is negative.</li> </ul> <p>Contact the school office before returning</p>
5. CURRENTLY ISOLATED & WANTS TO RETURN BEFORE 10 DAYS	
Student/Staff has been isolated because of symptoms and wants to return to school before 10 days have passed without a COVID-19 test.	<ul style="list-style-type: none"> <li>• No COVID-19 test, the staff member or student can return after:</li> <li>• They are feeling better.</li> <li>• There have been at least 24 hours with no fever (without taking medicines to lower a fever)</li> <li>• Must show a medical evaluator note to verify that an alternative diagnosis has been made and the symptoms are not due to COVID-19.</li> <li>• Contact the school office before returning.</li> </ul>
6. CURRENTLY QUARANTINED & TESTS NEGATIVE	
While a student/staff is placed in quarantine following exposure to a case, they receive a negative test result for COVID-19	<ul style="list-style-type: none"> <li>• Follow quarantine instructions</li> <li>• If the student/staff has never had symptoms, gets tested, and the COVID-19 is negative, they must remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at that time during the 14 days.</li> </ul>



## FACILITIES

### CLEANING

- Daytime and evening custodial services will increase cleaning protocols to sanitize all primary touch points regularly (door handles, light switches, counters, desks, etc).
- Classrooms and common meeting rooms will have hand sanitizer and sanitizing spray for regular use.
- All student tables and workstations will be sanitized throughout the school day.
- The front desk will have a temporary plexiglass partition to protect people from germs and to lower disease transmission (see Reopening Plan p. 5, 50)

### GENERAL BUILDING ACCESS

- All visitors will be required to enter through the main front double doors from 8:30 AM – 5 PM
- Temperature checking is required for entrance into the building and will be located in front of the school office to screen visitors.
- Visitors (parents, vendors, & guests) who plan to stay over 15 minutes will be required to complete a simple health screening form when they arrive on campus.
- Please schedule an appointment through email [office@ccs-rams.org](mailto:office@ccs-rams.org) or a phone call (510) 522-0200 if you need to meet with a teacher, administrator, or office staff. There is a table set up outside the front double doors if you have anything to drop off for your child or for the school. Please ring the doorbell to notify the office. (see Reopening Plan p. 32 for details)

### CO-CURRICULAR ACTIVITIES

As the Alameda County Office of Education and our athletic league BACSAL releases guidelines for each sport, CCS will communicate all relevant details with our Middle School athletes and families. (see Reopening Plan p. 64)

### CLASSROOM SAFETY PROTOCOL

Students will remain in the same space and in groups as small and consistent as practicable. The same students and teachers or staff will be kept with each group to the greatest extent practicable. (Cohorts) Class sizes are kept small enough so that social distancing (approx. 5-6 feet) can be maintained in the classroom. Each student will work at an assigned desk. (see Reopening Plan p. 6, 34-35)



## FACILITIES (CONT.)

### RESTROOMS

- Classes with restrooms within their classrooms will be used by that class only.
- Classes without restrooms within their classroom will have a designated restroom to use on campus.
- Restroom use is limited to one child at a time.

### RECESS

CCS has a large campus with four spacious play areas for recess and lunchtimes. Each classroom cohort will be assigned one of the four outdoor play areas each week to have their outdoor recess time. No cohort will share a play area; no cohorts will be allowed to mix together. (see Reopening Plan p. 38-45 for more details)



# SCHOOL COMMUNICATION

## STUDENT ABSENCE PROCEDURES

Email office@ccs-rams.org:

- If your student is missing school for any reason (illness, appointment, vacation, etc)

Email office@ccs-rams.org if your child:

- Is feeling sick at home for any reason
- Has been exposed to anyone with COVID-19
- Has been diagnosed with COVID-19, even if they do not exhibit any symptoms
- Exhibits any symptoms consistent with COVID-19

When emailing, it is very important to include:

- Student's name and grade
- Reason for student missing school
- If ill, please include symptoms and parent/guardian's phone number \*

## COMMUNICATION

Communication regarding COVID-19 will be critical to the school and each family. We are committed to keeping families informed via:

- Our new [web page](#) is located in the top navy navigation bar
- Weekly parent announcement emails sent on weekends

Regular communication with students will address behavioral expectations and foster a culture of care and thoughtfulness of others. Additionally, there will be reminders to:

- Be aware of personal space/physical distancing- "Forcefield!"
- Stay at home when you are sick
- Properly cover sneezes and coughs in elbow of arm
- Encourage not to touch their face
- Regularly wash and sanitize hands

Signs will be placed around the campus to remind students and staff of proper protocols and expectations including:

- Wear your Mask
- Physical distancing COVID-19 symptoms
- Personal hygiene practices "How to cough" reminders
- Washing hands and using hand sanitizer



## ADDITIONAL SERVICES



### AFTER SCHOOL

Monday - Friday; 3:30-5:30pm.

No drop ins allowed. Please fill out the sign up form and return to the office to join.

QUESTIONS? Contact Miss Thera Ng (TheraNg@ccs-rams.org)

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### TRANSPORTATION

Bus and shuttle services will be available when the campus is reopened. If you are in need of transportation services, please fill out the registration form and return it to the school office. Be sure to carefully read about the new transportation protocols and procedures in the registration letter as well as in the Reopening Plan on page 51.

QUESTIONS: Contact Mr. Wilson Fung (WilsonFung@ccs-rams.org)

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### FOOD SERVICE

- Lunch will be eaten in the classrooms or outside on picnic tables.
- Prepackaged lunches will be available for students to purchase. All lunches will be pre-ordered each month. More information can be found on our [CCS website](#).
- Students can bring their own lunch. (see Reopening Plan p. 44-46 for details)

QUESTIONS? Contact Mrs. Nancy Tom (NancyTom@ccs-rams.org)



## STUDENT SUPPORT

Our staff is well-equipped and committed to assisting and supporting our students. With the start of Distance Learning due to COVID-19 during the 2019-2020 year, there was an increased need to monitor the social, emotional, spiritual, and academic needs of all students. We believe the director of life transformation, the church pastors, trained teachers, and leaders will be able to address the social, emotional, spiritual, and mental health needs of our students in all four aspects. A key component of student support will be direct and consistent communication with our student body about expectations, mutual respect, kindness, and other ways to care for each other.

QUESTIONS? Contact Mrs. Catherine Verango ([CatherineVerango@ccs-rams.org](mailto:CatherineVerango@ccs-rams.org))



## SPIRITUAL LIFE

Elementary Chapel will be conducted twice a month- every other week and live streamed into classrooms. Worship singing will be adjusted through music and movement.

Middle School chapel will be conducted once a week via zoom on Thursdays followed by small group meetings. There are less than 90 students in the entire Middle School, so it will be feasible to do physical distancing in MC1, which can hold 400+ people. We will consider gathering in MC1 only when COVID-19 restrictions loosen and the environment becomes much safer. Worship through singing will be adjusted to worship through music and movement.

QUESTIONS? Contact Mrs. Catherine Verango ([CatherineVerango@ccs-rams.org](mailto:CatherineVerango@ccs-rams.org))



## FREQUENTLY ASKED QUESTIONS

### *What do I do if my child is sick with COVID-19?*

Please have your child stay home and contact the school office by email [office@ccs-rams.org](mailto:office@ccs-rams.org) or phone (510) 522-0200. The office staff will help guide families with information and instructions for when it is safe for your child to return to campus.

### *Am I required to wear a mask?*

Face coverings will be required for students and employees in the building based on the California Department of Public Health's guidance and Alameda County Public Health Department's guidance documents. We are committed to doing everything we can to keep our students learning in a safe environment on our campus.

### *If my student is unable to wear a mask due to medical reasons, how do I request the exemption?*

Your child will need to bring to the office a note from your child's medical examiner explaining the developmental or health diagnosis that does not allow your child to wear a face covering. This note must be explicit about which type of face covering that is being exempted (i.e. cloth mask, face shield, etc.).

### *If students are able to maintain 6 feet of physical distancing, will they be able to remove their face coverings?*

At this point, the governor's executive order states that "all students in grades 3-12 will be required (unless exempt) to wear face coverings. Students from 2 years to 2nd grade will be strongly encouraged to wear face coverings if they can be worn properly. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school." ACPHD states that "cloth face coverings are required (except when eating or drinking) for students (K and up) and all school staff, with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering." Students will be given clear instructions from teachers about when they can remove their face coverings (i.e. physical education when exercising vigorously).

### *Will CCS shut down if a student or employee gets a positive COVID-19 diagnosis?*

The California Department of Public Health has established these metrics for closing in-person instruction due to COVID-19:

- If 5% of students and teachers in a classroom test positive for the virus, the classroom would be closed, followed by 14 days of quarantine.
- If a school experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.