



**Westlake**  
CHARTER SCHOOL

# 2021-2022

A guidebook for families,  
students and our community

We demonstrate what is possible when school and community collaborate to create inspiring adults with the academic and social-emotional readiness to lead as global citizens.

Updated August 27, 2021



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# WELCOME TO THE 21/22 SCHOOL YEAR!

August 11, 2021

Families, we are excited to welcome our Explorers for the 2021/22 school year! As we launch this school year, we will continue to follow guidance in accordance with the California Department of Public Health (CDPH) and Sacramento County Public Health (SCPH) guidelines. These guidelines allow for more flexibility as we head into the 21/22 school year, including allowing students to return to campus without physical distancing when other layered health and safety protocols are implemented.

Families, we appreciate all that you have done to support your student through these challenging times, and appreciate your help in keeping our school community healthy and safe by following the protocols outlined in this guidebook. As the CDPH and SCPH update their recommendations, we will update this Guidebook.

Thank you, Explorer Families, for your continued support.



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# Timeline



**July 25, 2021**

**First Westlake Weekly sent to families for the 2021/22 school year**

Communication to families



**August 4, 2021**

**All staff return to campus, Grades Kindergarten through 9th**

Staff will be trained on 2021/22 school health and safety protocols



**August 11, 2021**

**All students return to campus, Grades Kindergarten through 9th**

School opens using the health and safety protocols outlined in this Guidebook



**November 1, 2021**

**California Department of Public Health (CDPH) update**

CDPH has committed to update their School Health Guidance by November 1, 2021



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# SCHOOLWIDE GUIDELINES

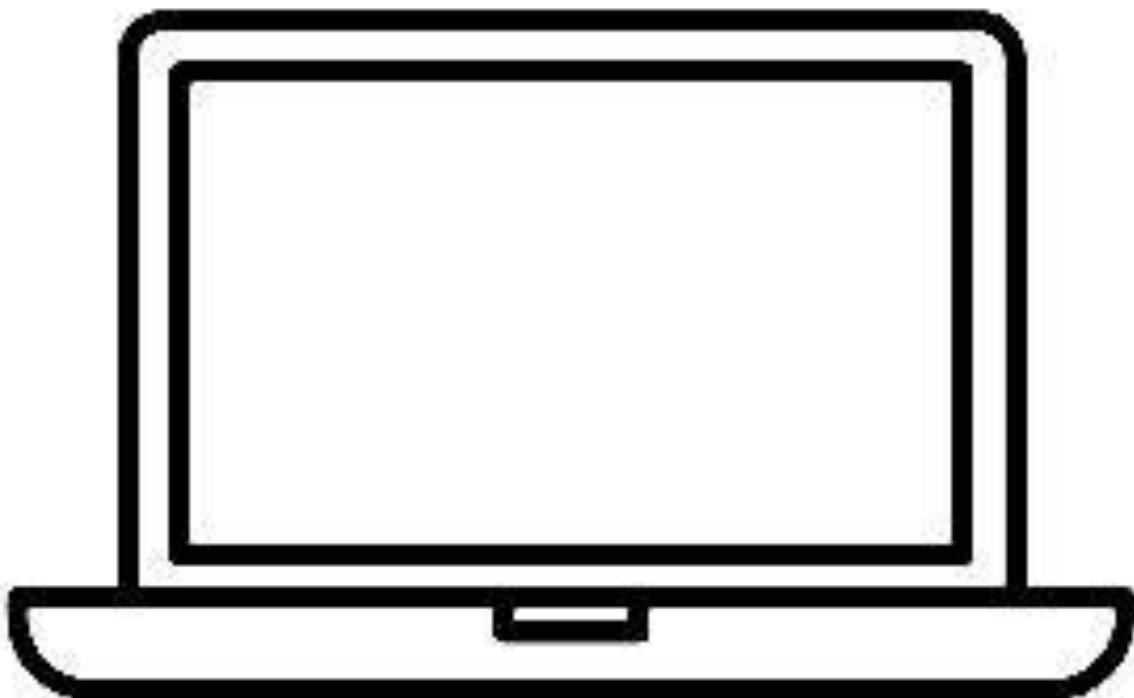
# SCHOOLWIDE PROTOCOLS



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## DISTANCE LEARNING NOT AVAILABLE

The legislation that allowed WCS to provide distance learning last year ended on June 30, 2021. The intention of the Legislature is that all students return to in-person instruction to the greatest extent possible. However, when students cannot attend in-person learning due to quarantining after being exposed to COVID-19 or testing positive for COVID-19, schools may provide short term independent study. Therefore, in the unfortunate case that a student must quarantine, WCS will work with the family to provide short-term independent studies. More information regarding this type of independent study will be provided as we get closer to the start of the school year.





## HEALTH PRE - SCREENING

All families and staff members are asked to prescreen at home. If your child has a temperature of 100.4 or higher and/or any of the symptoms listed below, please stay home. Staff and students may return to school when:










- At least 24 hours have passed since symptom resolution; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.



# SCHOOLWIDE PROTOCOLS



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Screen all students for potential COVID-19 symptoms or exposure					
Low-risk: general symptoms			High-risk: red flag symptoms		
	Fever ( $\geq 100.4^{\circ}\text{F}$ )		Sore throat		Cough
	Congestion/runny nose		Headache		Difficulty breathing
	Nausea/vomiting/diarrhea		Fatigue/muscle or body aches		Loss of taste/smell

## CAMPUS HEALTH SCREENING

- All students and adults will be asked the following questions when they arrive to campus:
  - ☐ Have you had any of the following symptoms in the last 24 hours? : fever or chills, cough, shortness of breath, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion, nausea or vomiting, diarrhea?
  - ☐ Have you or anyone in your household been exposed to COVID-19 in the last 14 days?
- If the answer to the screening questions is **no** the student may proceed
- If the answer to the screening questions is **yes** the student will be isolated, sent home and Westlake will follow SCPH guidelines ensuring students stay home until they are symptom free for 24 hours or follow the guidelines for exposure outlined on the next page.

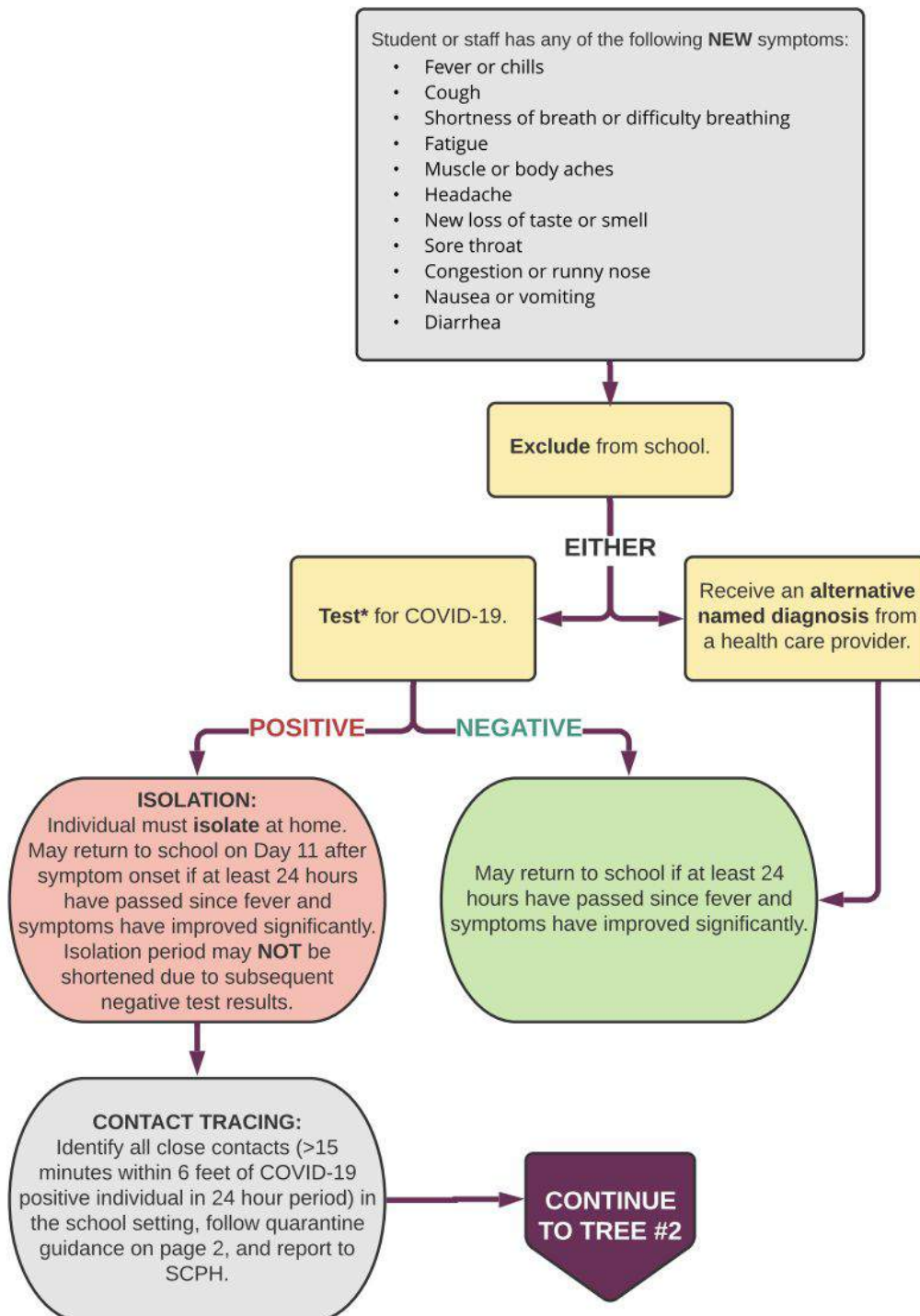
# SCHOOLWIDE PROTOCOLS



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## COVID-19 Symptom & Quarantine Decision Forest for K-12 Schools

### TREE #1: STUDENT OR STAFF WITH SYMPTOMS



\* PCR or rapid antigen testing are acceptable testing methods.

\*\* School setting in which students are supervised by school staff, including indoor or outdoor school settings and school buses.  
August 17, 2021

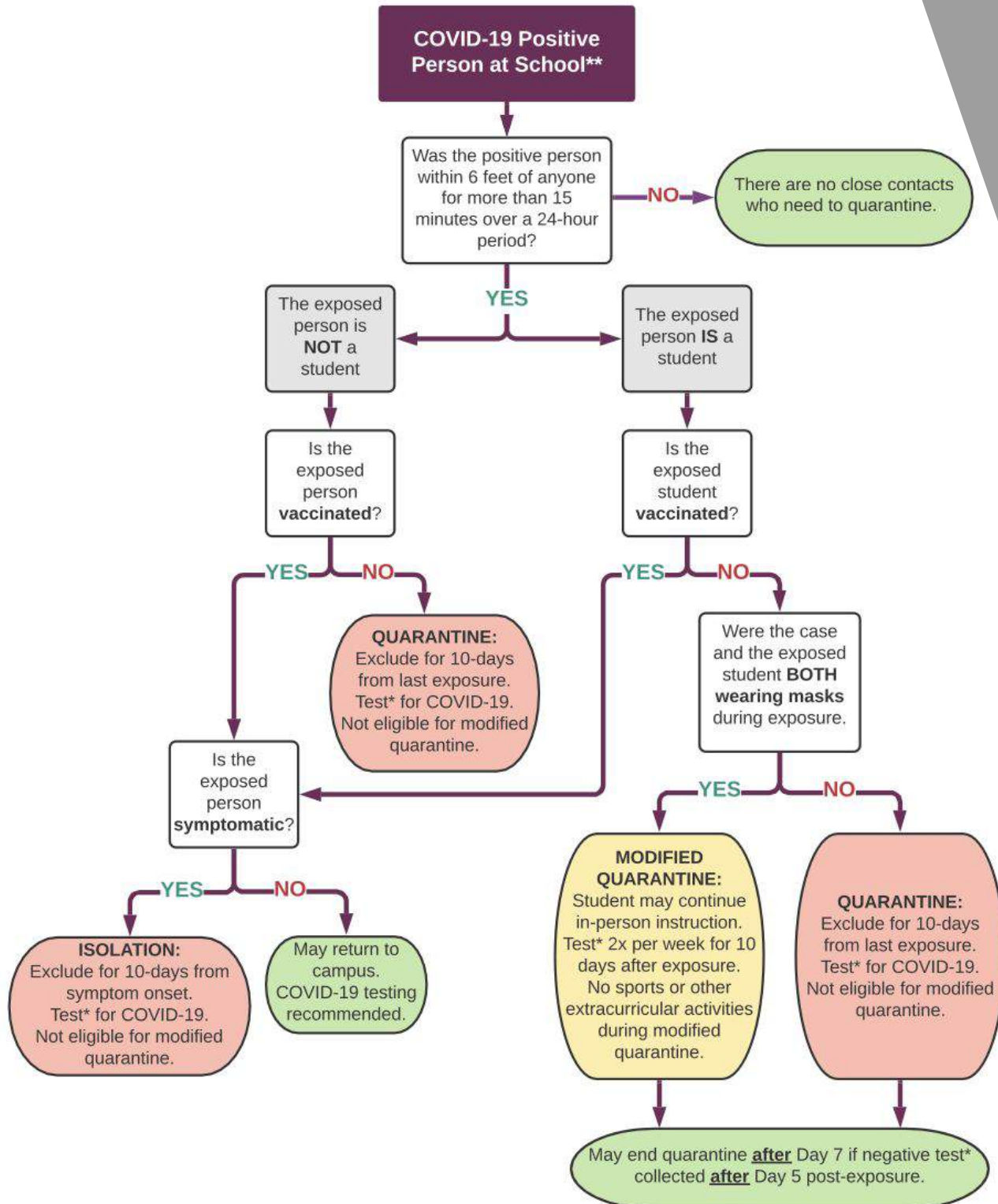


# SCHOOLWIDE PROTOCOLS



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## TREE #2: COVID-19 POSITIVE PERSON AT SCHOOL\*\*



\* PCR or rapid antigen testing are acceptable testing methods.

\*\* School setting in which students are supervised by school staff, including indoor or outdoor school settings and school buses.

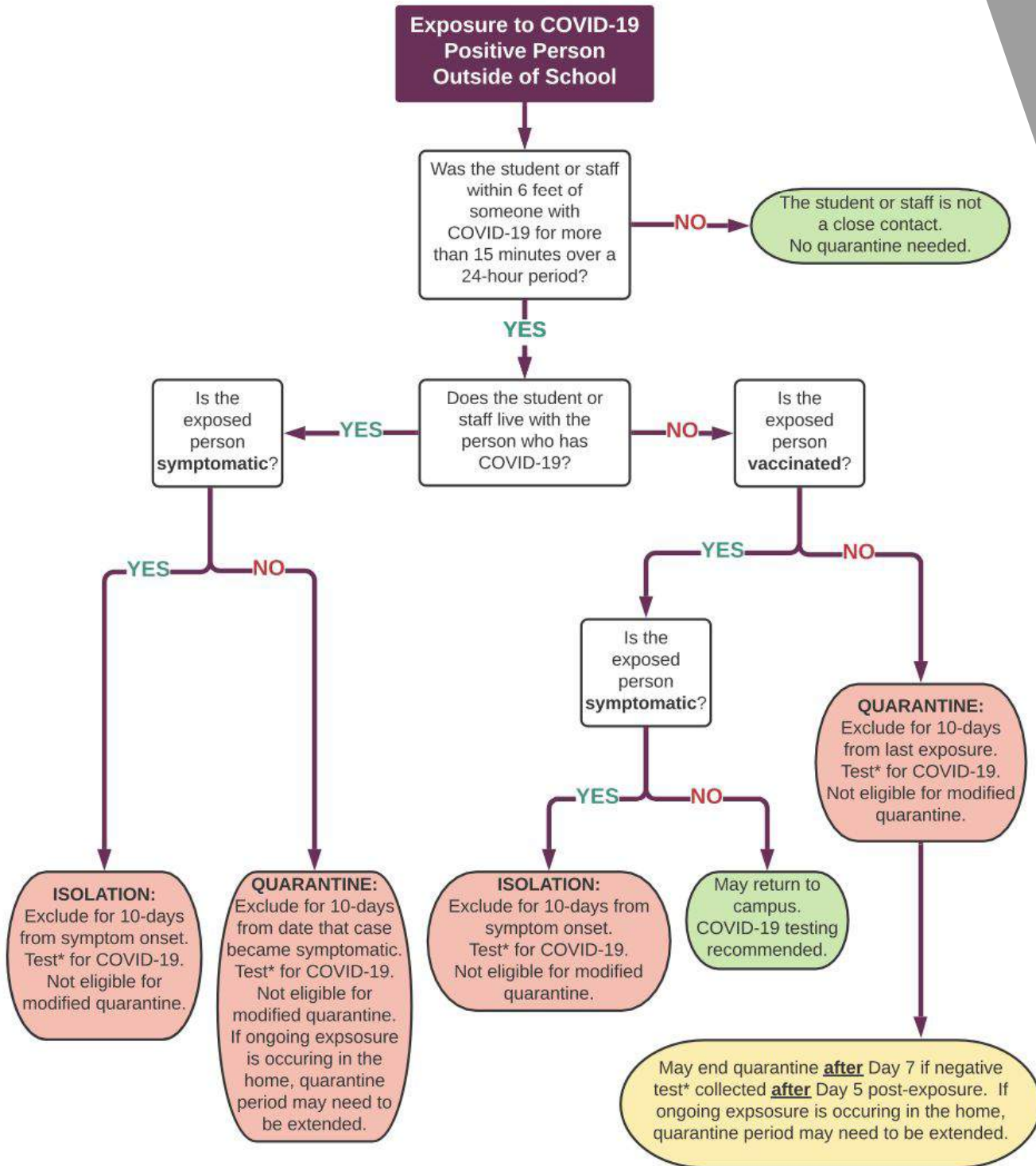
August 17, 2021

# SCHOOLWIDE PROTOCOLS



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## TREE #3: COVID-19 POSITIVE EXPOSURE OUTSIDE OF SCHOOL



\* PCR or rapid antigen testing are acceptable testing methods.

\*\* School setting in which students are supervised by school staff, including indoor or outdoor school settings and school buses.  
August 17, 2021



## QUARANTINE, MODIFIED QUARANTINE And ISOLATION Guidance

In the event of a close exposure to COVID-19 (on or off campus), students will need to follow one the quarantine protocols below based on vaccination status and whether or not masks were worn during the exposure. These protocols have been significantly modified from last year to allow students to remain on campus to the greatest extent possible.

- **Fully Vaccinated** - No quarantine necessary as long as the individual has no symptoms.
- **Unvaccinated with both students wearing masks** - May attend school as long as they are asymptomatic, continue to wear masks and participate in twice weekly COVID testing during the 10-day quarantine period. Must quarantine from all extracurricular activities.
- **Unvaccinated without wearing masks** - Must quarantine from school for 10 days. All students will be provided short-term independent study. Quarantine may end after Day 7 if the student has a negative COVID test result as long as the test occurred five days after exposure.
- **Symptomatic or Diagnosed with COVID-19** - Must isolate at home for 10 days from the positive test result or start of symptoms and symptoms have cleared for at least 24 hours without the use of fever-reducing medications.





## **SYMPTOMATIC / RAPID TESTING**

If students become ill at school and begin demonstrating flu-like symptoms, a rapid response test may be requested by families. Return to School details, including Quarantine and Isolation protocols, are contained within this guidebook. Protocols may be updated as new information is provided by health agencies.

## **ASYMPTOMATIC / SURVEILLANCE TESTING**

Families and students are encouraged to seek testing at regular intervals. Testing sites are located throughout Sacramento County, a list of sites can be found [here](#).





## VACCINATION AVAILABILITY

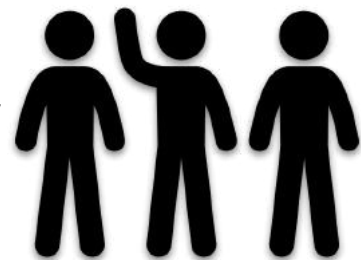
We are asked by our partners at SCPH to strongly encourage all eligible students, staff, and essential visitors to get the COVID vaccination as our best protection against the spread of the virus. We will continue to partner with NUSD and SCPH to provide vaccination resources. [Click HERE](#) to obtain a vaccination through the CDPH MyTurn website and [Click HERE](#) to find the clinics offered by Natomas USD, or through your primary care physician.

## ESSENTIAL VISITORS & VOLUNTEERS

The CDPH recommends that schools limit on-campus access to Students, Staff, and Essential Visitors. Unfortunately the guidelines are not clear as to which visitors are deemed essential. We will open the year with no in-class volunteerism, but hope that this evolves under future guidelines. However, the California Interscholastic Federation (CIF), the governing body for high school sports, is encouraging schools to define spectators as essential. Westlake will work through each of these decisions as they arise. We would like to see fans at sporting events, volunteer coaches leading our middle school sports teams, parent volunteers safely volunteering to lead clubs, and more. We are consulting with our health partners on each of these possibilities and will communicate visitor/volunteer opportunities as they arise.

## FORMAL PARENT MEETINGS

It is critical that families and staff work together to support our students. To do this parent meetings are scheduled throughout the year. To begin the year, most meetings will default to a virtual setting, for example, IEP meetings, 504 meetings, Student Study Team (SST) meetings, etc. These meetings often have multiple staff members who will attend many meetings throughout the day. For the health and safety of our community, defaulting to virtual meetings will assist with reducing the likelihood that contact tracing and quarantining will occur. However, if a meeting is deemed more appropriate to be held in-person, we now have that option available under the essential visitor guidance from the CDPH.





## FACE COVERINGS

The following mask protocols are aligned to the California Department of Public Health (CDPH) [guidelines](#) issued on July 12, 2021.

### STUDENTS

- **INDOORS:** Students must continue to wear masks indoors regardless of vaccination status.
- **OUTDOORS:** Students do not need to wear a mask outdoors regardless of vaccination status even if they cannot maintain physical distancing. If a student chooses to wear a mask outdoors, they will be allowed to do so.
- Per SCPH guidance, students who are not fully vaccinated are encouraged to wear a mask in crowded outdoor settings or during activities that involve sustained close contact (including high-risk contact sports) with other unvaccinated students.

### STAFF

- Per Sacramento County Public Health (SCPH) [guidelines](#) issued on July 29th, 2021, all **staff, visitors and guests on campus and/or youth settings (athletics, driving, etc.)** must continue to wear masks indoors, regardless of vaccination status.
- School staff may remove a mask when in their own learning space or office by themselves.



## SUPPLEMENTAL GUIDANCE

The following [guidance](#) was issued by the Sacramento County Public Health (SCPH) on August 6th, 2021

- **Back to School Night/Open House:** Due to the potential for crowded classrooms, extensive mixing, and contact tracing challenges, SCPH recommends that Back to School Nights, Open House, or other similar events be conducted virtually.
- **Non-Essential Events (Rallies, Dances, etc):** To maximize the ability to have as many students participating in in-person instruction, SCPH recommends against holding non-essential large events such as rallies, festivals, dances, etc. where large numbers of students will gather and contact tracing is difficult. These have the potential to facilitate COVID-19 spread and cause students to miss in-person instruction due to isolation or quarantine.
- **Sports:** CDPH K-12 guidance and State and local Health Orders require face coverings indoors at K-12 schools. Masks are not required outdoors, but schools should consider requiring or strongly encouraging them, especially in situations where students and/or staff will be in close contact with each other, including when practicing or playing contact sports.

There is no testing requirement for sports at this time, however given the close contact involved with many sports and the large number of youth sports-related outbreaks in spring 2021, schools should strongly consider routine testing for sports participants. Close contacts in the outdoor setting should be treated the same as indoor close contacts with regard to quarantine recommendations.





## HAND SANITATION

- Students and staff will wash or sanitize their hands:
  - When entering and exiting the classroom
  - Before and after eating
  - After coughing or sneezing
  - After using the restroom
  - Periodically throughout the day



## CLEANING & DISINFECTING



- Door knobs and handles, light switches, desk tops, table tops, countertops and sinks, soap dispensers, and paper towel dispensers will be cleaned and sanitized regularly.
- Classrooms will be stocked with surface wipes that staff can use to clean and disinfect as needed.



## FRONT OFFICE



- Our front office will be open to only a handful of visitors at a time on both campuses. For the quickest response, please call:
  - K-8: 916-567-5760
  - 9-12: 916-567-5780
- Or email [admin@westlakecharter.com](mailto:admin@westlakecharter.com).
- If you need to talk to the front desk staff in person, please be prepared for a small wait, and stand on the “wait here” stickers until it is your turn in the office.



## CLEANING & DISINFECTING

- Door knobs and handles, light switches, desk tops, table tops, countertops and sinks, soap dispensers, and paper towel dispensers will be cleaned nightly.
- Classrooms will be stocked with surface wipes that staff can use to clean and disinfect as needed throughout the day.



## VENTILATION

- Westlake Charter School's Mabry and East Commerce Campus HVAC systems have top-grade filters, which are a MERV-13 rating.
- MERVs are based on a filter's performance of filtering out particles between 0.3 and 10 microns.

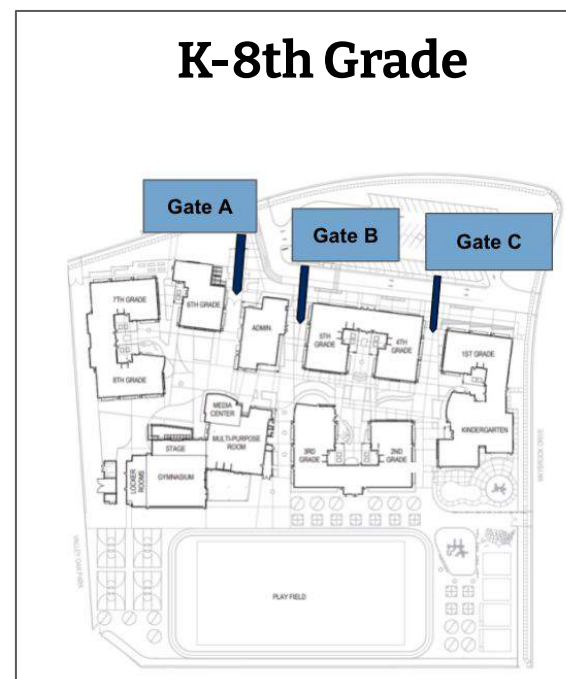
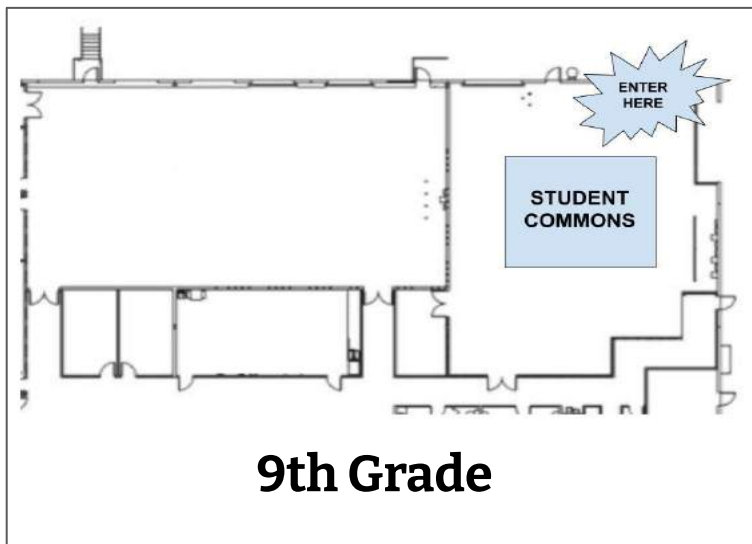
# SCHOOLWIDE PROTOCOLS



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## K-12 ARRIVAL AND DISMISSAL

Since the CDPH recommends that schools limit on-campus access to Students, Staff, and Essential Visitors, we will begin the school year with arrival and dismissal as we did in the spring. Students and families say goodbyes at the gates and students will be helped to get to their classroom by on-campus staff. Similarly, staff will assist in getting students to designated dismissal areas to be reunited with families at dismissal. These structures will help avoid large gatherings on campus and reduce the likelihood of exposure to COVID-19 and the potential of quarantining. Although families may not walk on campus during arrival/dismissal, Westlake is crafting more opportunities for families to be on campus to meet with teachers and staff by appointment. Through these efforts we would like to encourage connection with our staff without creating large gatherings on campus. See pg 16-17 for K-8 pg 22-23 for 9-12 arrival and dismissal details.







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# **MABRY CAMPUS (GRADES K-8) PROTOCOLS**

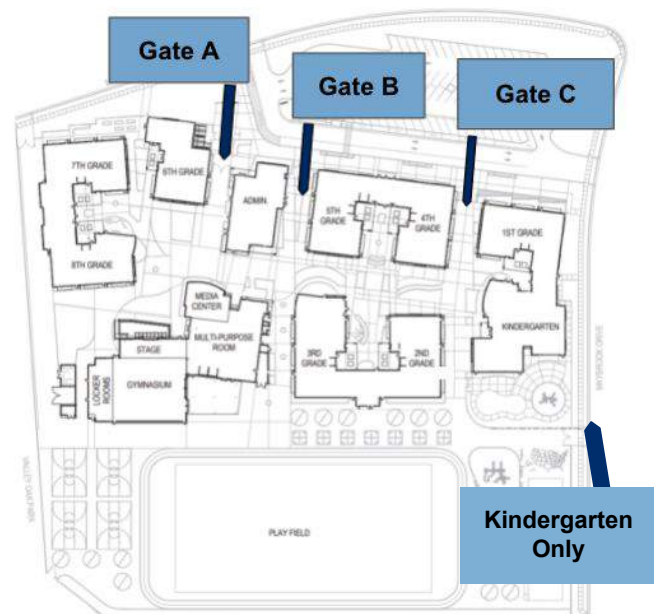
## ARRIVAL

**Gates will open at 8:05 AM**

**BASE is available for care from 7:00-8:05 AM**

Grade Level	Start Time
Kindergarten - 5th Grade	8:30 AM
6th - 8th Grade	8:15 AM

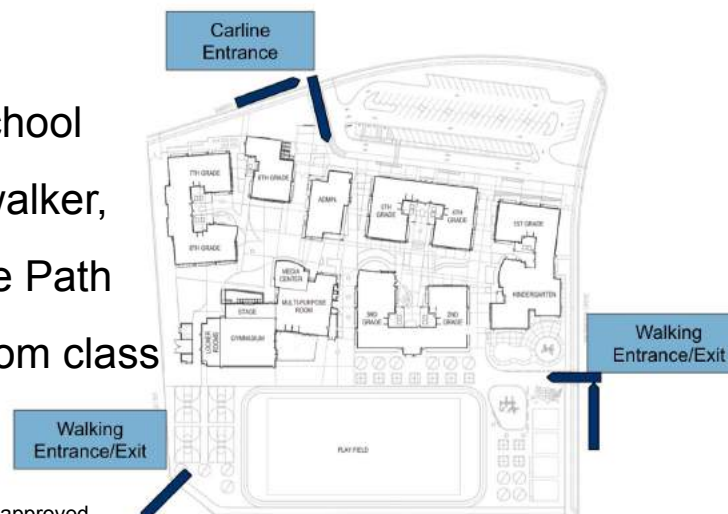
- Our front 3 gates will be open for 1st-8th grade for arrival starting at 8:05 AM. Kindergarten will enter at the Maybrook gate. Parents/guardians will say goodbye at the gate.
- At the gates, staff members will greet families, ensure students have a mask before entering campus (masks available if a student doesn't have one) and ask the health screening questions found on page 5.
- If students are healthy, they will sanitize their hands, follow a dot and head straight to class.
- At the classroom door, teachers will greet students and ask them to wash their hands.
- If a student arrives between 7:00 AM and 8:05 AM, they will be checked into our BASE program. BASE rates are \$7.50 per hour. See page 20 for registration details.



## DISMISSAL

Grade Level	End Time
Kindergarten	2:45 PM; Wednesday 1:00pm
3rd - 8th Grade	3:15 PM; Wednesday 1:30pm

- **School Dismissal Manager (SDM)** is the program that we use to safely dismiss students at the end of the day. Parents/Guardians should ensure that all students should have their dismissal option selected in School Dismissal Manager to make dismissal as quick as possible.
- **BASE:** Our BASE program will be available for after school care for all K-8 students until 6:00 pm for the rate of \$7.50/hr. See pg 20 for details.
- **Parent/Guardian Pick Up:** Parents/Guardians will use their School Dismissal Manager (SDM) pin to pick up their student in the carline or at the Maybrook walking gate. At this time parents/guardians will not come on campus to pick students up from the classroom door, instead they will pick up at the Maybrook gate.
- **Independent Walkers:** If indicated in School Dismissal Manager as an Independent walker, 4-8th graders will exit campus at the Bike Path Gate. 1-3rd graders may be picked up from class by an older sibling to be checked out. \*Exceptions to exit Maybrook gate may be approved





## BREAKFAST

School served breakfast will be available to pick up upon arrival. Students will be able to eat outside their classroom, on a designated dot.

## LUNCH

- Teachers will take a lunch count each morning for any student who would like a school provided lunch.
- **K-5:** Students will have lunch with one grade level at a time in the cafeteria. Students will wash their hands before eating, face one direction, and stay with their class during lunch.
- **6-8:** Students will stay with their grade levels during lunch. Students will be able to eat socially distanced in the outdoor dining and/or quad areas.



All meals will continue to be free of charge and provided by NUSD through June 2022





## RESTROOMS

- Doors will be propped open to increase outside air flow
- One student at a time will be able to use the restroom
- Wait on the “wait here” sticker for your turn
- Wash your hands with soap for 20 seconds before leaving the restroom.

Here is a song to sing along!

Wash, wash, wash your hands  
Get them nice and clean  
Wash them on top  
Wash them below  
And fingers in between

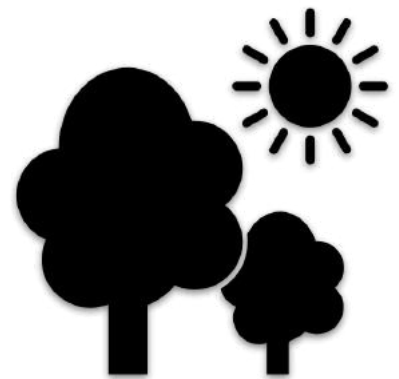


- Support staff will sanitize throughout the day and check to ensure soap and supplies are refilled



## K - 5 ACTIVITY TIME

- Students will have three activity times each day, except Wednesday when they will have two times.
- Students will have increased interaction during activity time, while outside with their grade level cohort.
- Students will wash hands before and after each break.



## WATER FOUNTAINS

- Water refill stations will be available for students to use.
- If your student brings a water bottle from home please label it with their name so if it gets left behind we can return it to them.

# After School



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## OVERVIEW

BASE, our after school program, will be available for K-8 students each Instructional (school) day from 7:00am-8:00am and again from the time school gets out until 6pm.

## PROGRAM DATES

- Begins: August 11th, 2021
- Ends: June 8th, 2022
- BASE is closed when school is not in session (Winter Break, etc.)

## PROGRAM COSTS

- Annual Registration: \$30.00/per family
- Hourly costs: \$7.50/hour per student
- Free/Reduced Meal rate available
- Please ask the School Programs Coordinator for additional details
- Information regarding discounts & late pick-up fees can be found in the registration packet

## PAYMENT INFORMATION

- All payments must be made through MyProcure or Money Order
- MyProcure can be accessed through the BASE webpage found [here](#).
- Invoices are available through MyProcure on the 2nd business day of the month
- Payments are due on the 10th of each month; Late fees are assessed on the 16th of each month.
- Accounts with Past Due balances are subject suspension of services and collections.

### **The following items are needed in order to attend BASE:**

- A completed registration packet and registration fee
- Any prior-year account balances must be paid in full
- Registration with MyProcure, a free service used to pay your BASE balance



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# **EAST COMMERCE (GRADES 9-12) PROTOCOLS**



# EAST COMMERCE (9-12)

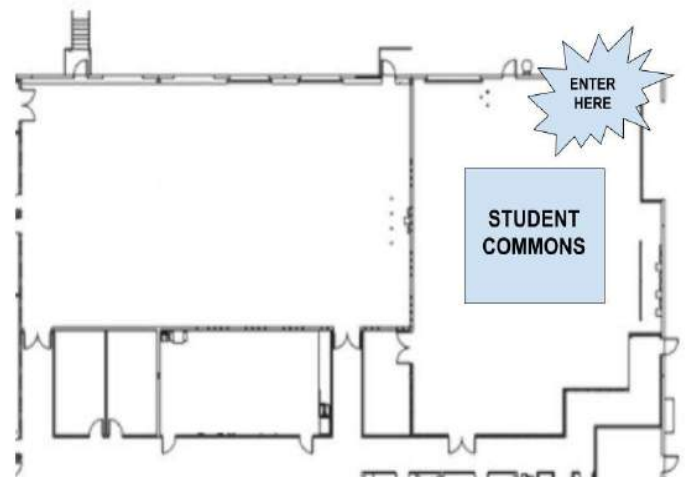


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## ARRIVAL

Grade Level	Commons Open	First Bell	Classes Start
9th Grade	7:30 AM	7:57 AM	8:00 AM

- All students between 7:30 and 8:00am, will enter through the Student Commons.
- Students arriving after 8:00am should report to the front office.
- Staff members will greet students at the door of the Commons, ensure students have a mask before entering campus (masks available if a student doesn't have one) and ask the health screening questions found on page 5.
- Students will remain in the Commons or in the backyard area until the first bell rings at 7:57.





## DISMISSAL

Students will be released and will transition to the Student Commons or to the meeting spot for their after school activity.

- **Family Pick Up**

- *Car:* Parents will pull through the car line and will be directed to stop in pick up/ drop off zone. Students will exit the Commons and enter their car
- *Walk Up:* Families may park in an open space in our parking lot and walk up to the “Walk Up” door in the Commons to pick up their student

- **Bike:** Students will exit the Commons and walk down the sidewalk to the bike rack. Students will then exit campus through the parking lot and onto East Commerce.

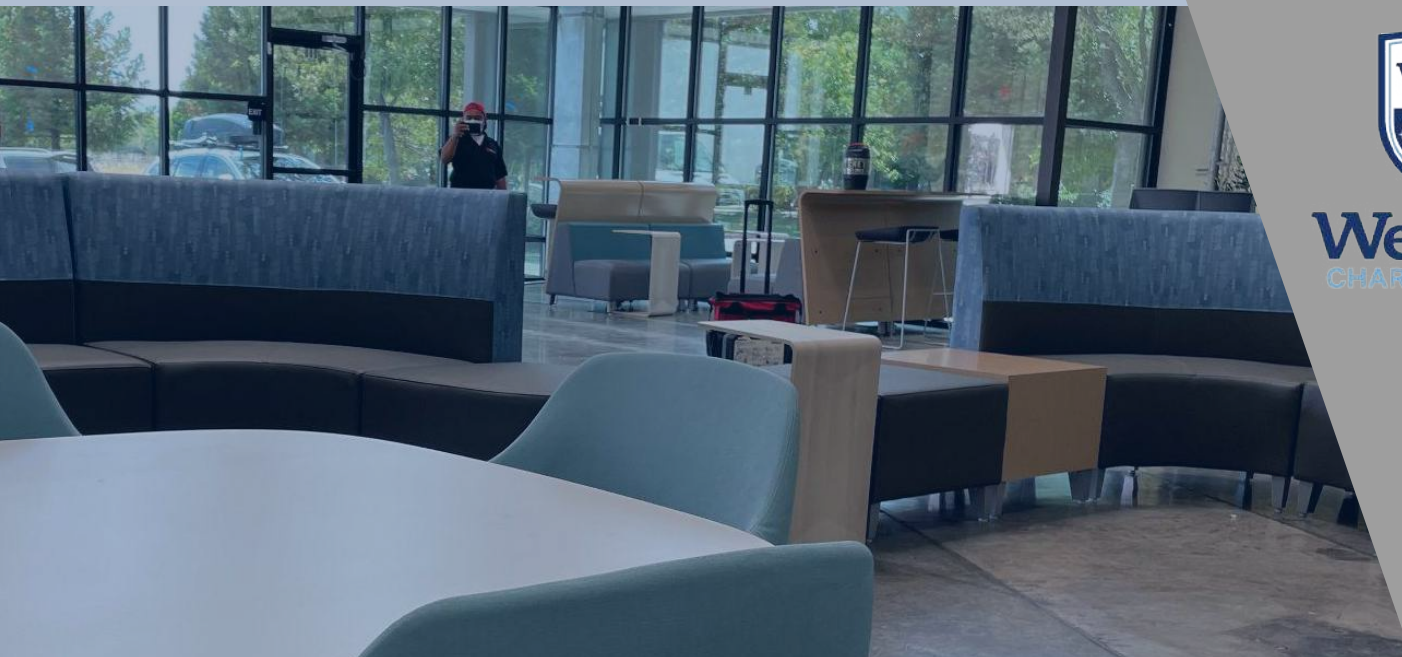
- **Sports:** Athletes will meet in the gym to be checked in by the Athletic Director. Athletes may transition to Mabry for games or practice, depart for away games or stay on the high school campus for practice.

- **Clubs:** Students will dismiss to check in with their club advisor. The Club Advisor will stay with students to ensure that all club members are picked up after the meeting.

- **Learning Lab:** Students may choose attend Learning Lab after school for academic support until 4:15.



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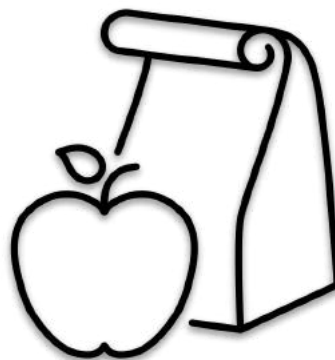


## BREAKFAST

- School served breakfast will be available to pick up upon arrival.
- Students will be able to eat in the Student Commons or in the outdoor backyard area students will be seated while eating socially distanced

## LUNCH

- Students will be able to eat socially distanced in the Students Commons or in the outdoor Backyard area.



All meals will continue to be free of charge for all students during the 2021-22 school year



## RESTROOMS

- Two students at a time will be able to use the restroom
- Wait on the “wait here” sticker for your turn
- Support staff will sanitize throughout the day and check to ensure soap and supplies are refilled







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