



**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 February 28, 2022



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# 2021/22 School Year Update

February 28, 2022

Families, we are excited to provide an update to our planning guidebook. On February 28th, 2022 the California Department of Public Health (CDPH) provided updated masking guidance for schools. This guidance, as well as other updates provided by the Sacramento County Public Health (SCPH) pave the way for traditional school activities - ranging from recess to field lessons to volunteering - to return to Westlake Charter School.

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 continue to update this Guidebook.

Thank you, Explorer Families, for your continued support.



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# SCHOOLWIDE GUIDELINES

## 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.

**Screening at the entry to campus will no longer be conducted - for staff, students and volunteers - effective March 7th, 2022. This said, please stay home if you have any flu-like symptoms or are feeling sick.**



# SCHOOLWIDE PROTOCOLS



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## FACE COVERINGS

The following mask protocols are aligned to the California Department of Public Health (CDPH) [guidelines](#) issued on February 28, 2022.

## STUDENTS

Per the CDPH, after March 11, 2022, the universal masking requirement for K-12 schools will end. CDPH **strongly recommends** that individuals in K-12 schools continue to mask in indoor settings when the universal masking requirement lifts.

### PROPOSED masking guidance in California

	REQUIRED	STRONGLY RECOMMENDED	RECOMMENDED	OPTIONAL
<b>Public Indoor</b> (Effective end of day <b>February 28</b> )	→	✓		
<b>Schools &amp; Childcare</b> (Effective end of day <b>March 11</b> )	→	✓		
<b>Health Care</b>	✓			
<b>Long-Term Care</b>	✓			
<b>Jails &amp; Prisons</b>	✓			

**NOTE:** Locals may have additional requirements beyond the state requirements based on local conditions including community vaccine rates or vaccination rates in schools and childcare facilities.







## **SYMPTOMATIC / RAPID TESTING**

If students become ill at school and begin demonstrating flu-like symptoms, a rapid response test will be offered. Protocols may be updated as new information is provided by health agencies.

## **ASYMPTOMATIC / SURVEILLANCE TESTING**

Staff and students have the opportunity to participate in Asymptomatic PCR testing on both campuses each Wednesday. Please contact [admin@westlakecharter.com](mailto:admin@westlakecharter.com) for more information. Families 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 visitors to get the COVID vaccination as it is the best protection against the spread of the virus. Families looking for vaccination appointments can visit [myturn.ca.gov](https://myturn.ca.gov) or contact their primary care provider for available appointments.

# SCHOOLWIDE PROTOCOLS



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## VISITORS & VOLUNTEERS

Through collaboration with California Department of Public Health (CDPH) and Sacramento County Public Health (SCPH), we are excited to welcome on-campus volunteers starting on March 7th, 2022. Volunteers seeking to support outside activities such as walking school bus, drop-off/pick-up duties, or any of our other wide-range of options should [CLICK HERE](#) to let us know what volunteer opportunities you are interested in.

We are hopeful that in the near future we will begin to welcome volunteers back inside the classrooms!

## HAND SANITATION

- Students and staff are encouraged to 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 throughout the day.





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

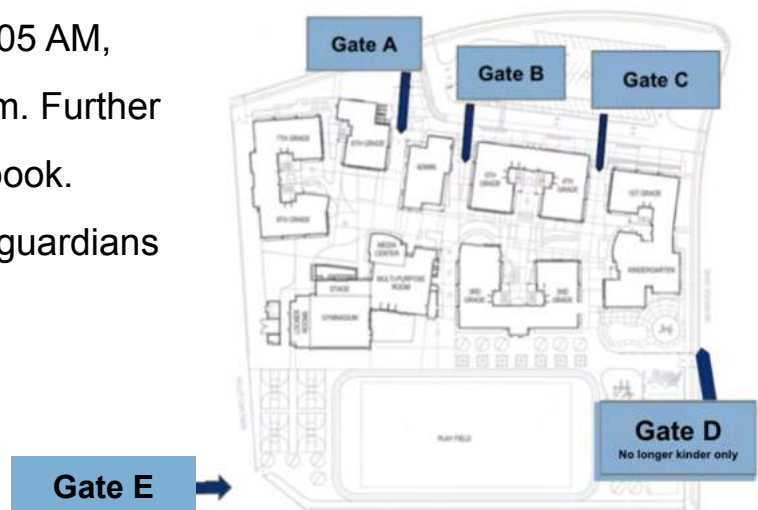
## ARRIVAL

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

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

Grade Level	Start Time	Classroom Door Opens
Kindergarten - 5th Grade	8:30 AM	8:25 AM
6th - 8th Grade	8:15 AM	8:10 AM

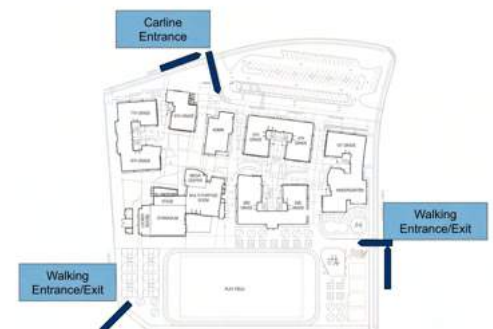
- All gates will be open for K-8th grade for arrival starting at 8:05 AM.
- When students enter campus they will go to one of two locations:
  1. Breakfast
    - K-5 in cafeteria/covered dining
    - 6-8 blue tables in the middle school quad
  2. Loading zone outside of your classroom.
- Parent/Guardians are welcome to enter campus and walk their child to class loading zone or eat breakfast with them in outdoor spaces.
- 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 may be checked into our BASE program. Further details are included further on in this Guidebook.
- At 8:30 AM, all gates will close and parents/guardians be asked to exit campus.



## DISMISSAL

Grade Level	End Time	Gates Open	Classroom Doors Open	Dismissal Ends
Kindergarten	Regular 2:45 pm; Wednesday 1:00 pm	2:40pm 12:55pm <small>(only kinder gate will open)</small>	2:45pm 1:00pm	3:00pm 1:15pm
1st - 8th Grade	Regular 3:15 pm; Wednesday 1:30 pm	3:10pm 1:25pm	3:15pm 1:30pm	3:30pm 1:45pm

- **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. Details are included further on in this Guidebook.
- **Parent/Guardian Pick Up:** Parents/Guardians will use their School Dismissal Manager (SDM) to select how they will be picking up their student(s), in the carline or at the classroom door (by clicking Maybrook gate walk with parent guardian). Beginning March 7th, 2022 parents/guardians are welcome to come on campus to pick students up from the classroom door. Kindergarten students will wait at the classroom door to be picked up if this option is selected. 1-8th grades will be released from classroom at 3:15. If you are at the door at 3:15, your student will go with you. Otherwise they will head to the parent walking gate zone.
- **Independent Walkers:** If indicated in School Dismissal Manager as an Independent walker, 4-8th graders will exit campus at the Bike Path or Maybrook gate. 1-3rd graders may be picked up from class by an older sibling to be checked out.





## BREAKFAST

School served breakfast will be available to pick up upon arrival. Students in K-5 will be able to eat inside the cafeteria or outside under the covered dining area. Students in 6-8 will eat at the blue tables in the middle school quad.

## 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. It is recommended that students wash their hands before eating.
- **6-8:** 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

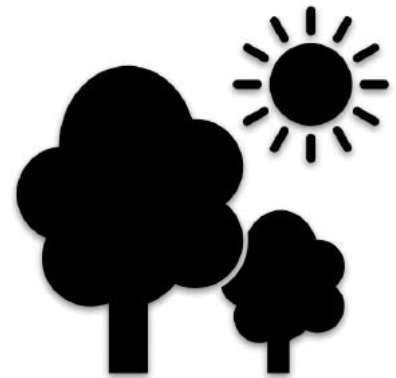




## K - 5 RECESS

- Students will have three recess periods each day, except Wednesday when they will have two.
- Students will have increased interaction during recess, with a return of traditional activities and equipment.
- Students are encouraged to wash hands before and after each recess period.

## 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)

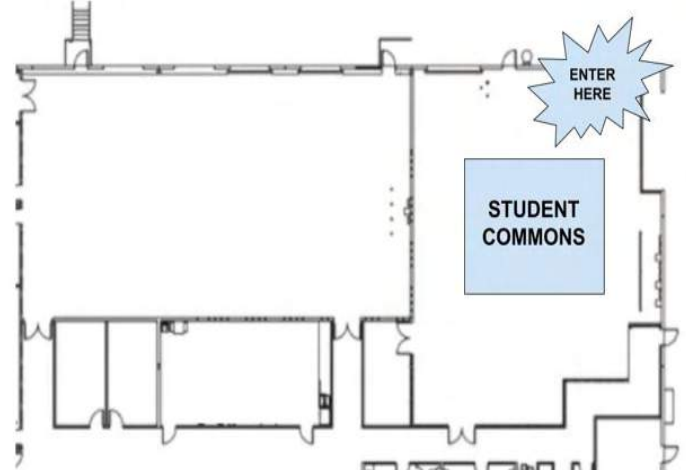
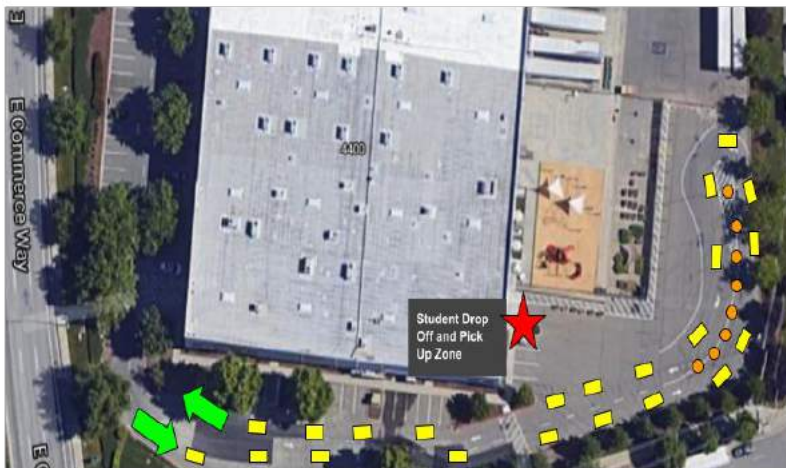


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## ARRIVAL

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.
- 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 school staff. Athletes may transition to Mabry for games or practice, depart for away games or stay on the high school campus for practice.

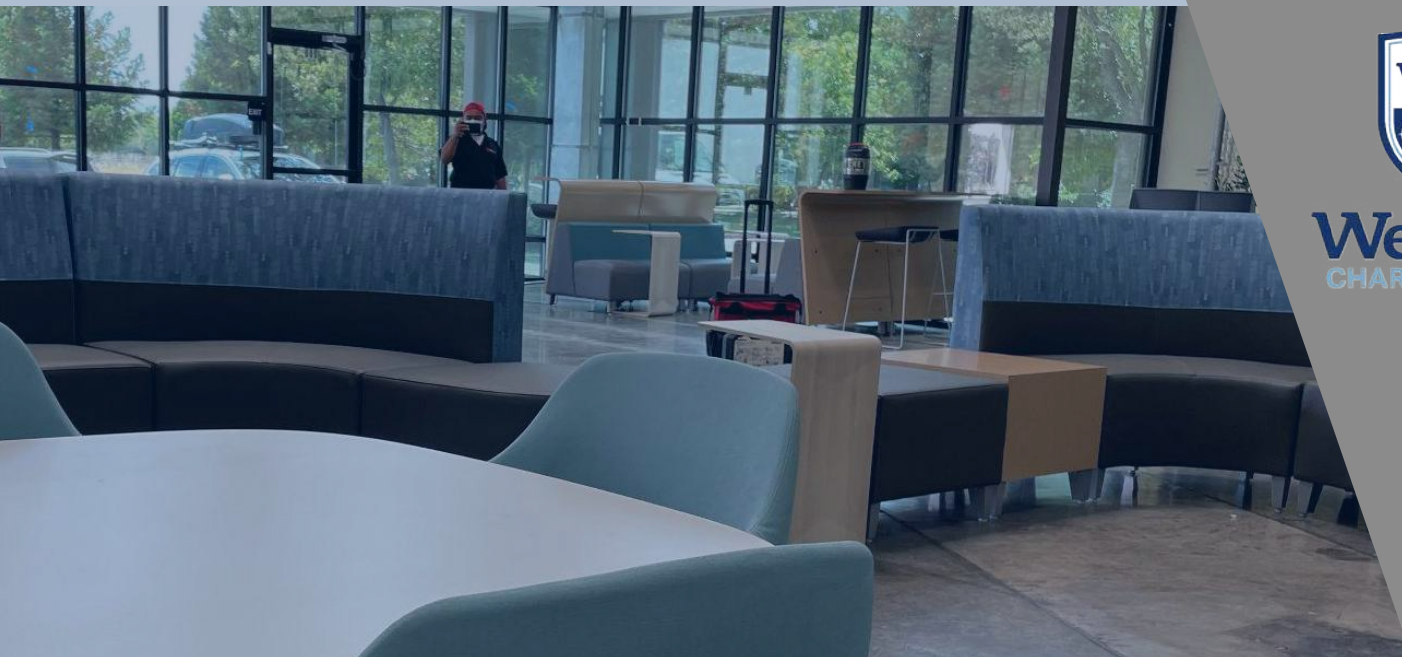
- **Clubs:** Students will dismiss to check in with their club advisor. The Club Advisor will stay with students to ensure that all club members are picked up after the meeting.

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





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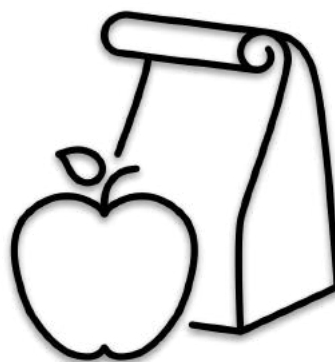


## BREAKFAST

- 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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