LOS ANGELES UNIFIED SCHOOL DISTRICT
BEYOND THE BELL
Student Supervision
Site Protocols and Procedures
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SUMMARY OF STUDENT SUPERVISION

Beyond the Bell staff members will provide supervision to children of school site based LAUSD employees in grades TK-8. This will include children that do not attend an LAUSD school. The supervision at this time will only be for children of school site based LAUSD employees. The program currently is not for students of non-LAUSD employees.

- Student Supervision will occur on the campuses that have a minimum of 4 students signed up on the campus where LAUSD employees work at. If attendance is low, we will combine the students with a neighboring school. List of operating sites.
- The program will operate Monday through Friday from 8:00 am until 4:00 pm
- The program will follow the CDC and LAUSD guidelines for safety.
SITE PREPARATION
Site preparation at school sites between August 12, 2020 through September 11, 2020.

Staffing
- Work shifts:
  - AM Schedule, 7:30 am – 12:00 pm
  - PM Schedule, 11:30 am – 4:00 pm
- Child Abuse Awareness Training (CAAT) and Suicide Prevention Certifications
  - Proof of completion must be submitted by Friday, August 14, 2020 by 12:00 pm.

Site Staffing Training
- Training to take place via Zoom
- Topics to be covered:
  - Student Supervision Protocols
  - COVID-19 Safety Guidelines and Protocols
  - LAUSD/BTB Policies and Procedures
  - Monthly Emergency Drills and Plans - TBD
  - Roles and responsibilities
- Cluster meetings (TBD)

Traveling Program Supervisor (TPS) Training
- Roles and responsibilities
  - Student supervision program
    - Site visits on a regular basis (maintain log of visits)
    - Weekly check-in with school site administration
  - Time Sheets/Payroll
    - Digital submission
  - Staff absences
    - Substitute coverage, if possible
    - AM/PM shift coverage
    - Pull staff from Grab and Go
    - TPS covers as last option
  - Scheduling and staff monitoring
  - Cluster assignments
  - Review key areas from the Family and Student Handbook and Principal’s Resource Guide

School Site Administration Check-In
- Check-in with school site administrator to review guidelines and expectations.
  - Daily check-in by site staff
  - Familiarize yourself with other staff who is on campus.
    - Office staff, school-based support staff, cafeteria staff, custodial staff, etc.
- Plant Manager/Custodial Staff’s role in cleaning and disinfecting program space and eating area.
- Obtain disinfecting supplies to clean workspace in classroom, when needed.
In accordance with Principal’s Resource Guide
  o Student restrooms
    ▪ Closed until students are on campus
    ▪ Full cleaning once per day (by night crew)
    ▪ Service and high-touch disinfect 2x per day (while staff is on site)
  o Classrooms
    ▪ Serviced daily (empty waste baskets and any sweeping/mopping, if needed)
    ▪ High-touch disinfect at the end of the day (Teacher’s desk, telephone, keyboards, sinks, door knobs and other high-touch items).
    ▪ Common areas and frequently touched objects in those areas are disinfected three times daily (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) 2x while staff is on site and 1x by evening BGW.
  • Request of Designated Space and Facility Use
    o Review and discuss assigned rooms for program use with school site administration.
    o Acquire key to assigned rooms before Day 1, do not accept “A” key.
    o Identify outdoor eating area
    o Restrooms
    o Secure access to rooms to store Personal Protective Equipment (PPE).
    o Obtain signage/cones/markers for social distancing, if needed.
  • Student discipline and parent concerns
    o A progressive discipline model will be followed with all discipline concerns.
    o Every attempt will be made to address concerns with child/student.
    o If non-compliant with directions, parent of child will be contacted.
    o Depending on severity of discipline, contact your TPS or Unit Office overseeing the site.
  • COVID-19 Reporting
  • Integrated Safe School Plan and resources
    o Access to emergency bin/emergency kits
  • Student enrollment
    o Employee’s children in grades TK-8, whether attending a LAUSD school or non-LAUSD school may participate.
    o School site administrator will be made aware of all children enrolled in the program.
  • Low student attending sites
    o Sites may be combined with closest neighboring school.

LAUSD Family and Student Handbook & Principal’s Resource Guide
  • Review and familiarize staff with key areas.
  • Family and Student Handbook: A Guide to Support Learning at Home
    o Samples of Student Distance Learning Schedules | Page 5
    o Technology | Page 7
    o Accessing Classes Online (Schoology) | Page 9
SITE PROCEDURES AND GUIDELINES
For program operation on August 17, 2020 and every day of the program.

Arrival – Site Staff
- 7:30 am start time
- Team orientation/check-in
- Overview of day
- Prep site for student arrival

Transition Period – Site Staff
- 11:30 am start time
- Share any relevant information including student sign-in/sign-out documents.
- Review any student issues
  - Discuss any relevant information that should be shared.

Team Health Screening Questions and Orientation (Site Lead and Site Staff)
- In the last 14 days, have you had contact with a person who is a known or suspected COVID-19 case, including yourself?
- Have you experienced one or more of these symptoms?
  - Fever of 100 degrees or greater?
  - Shortness of breath or difficulty of breathing
  - Cough
  - Chills
- At this time, LAUSD is NOT taking employee temperatures.
• If an employee or student answers “yes” to any screening questions, they may not participate and they should be directed to contact their primary healthcare provider.
  o In the case of a student, contact would be made with a parent or guardian to pick-up the student.
  o Any student that demonstrates symptoms or answers any question that applies to possible COVID-19 symptoms will be separated from the group.
• Lead staff is to contact Raul Chagoyan (BTB Operations Coordinator) directly for any COVID-19 related incidents or suspected cases.
  o Raul Chagoyan: Email rchagoya@lausd.net | Cell (213) 364-4701

Student Enrollment Forms and Sign-In Procedures
• Before and After-School Program Application Agreement form - English Application
  o Student information and parent consent for participation
  o Request that parent/guardian email the signed and completed form.
• Staff will sign in ALL students (students do not sign themselves in) and keep in a central location.
• Universal sign-in/out sheet for all units. Rosters should look the same.

Student Arrival
• Welcome and engage student and parent as they check in to the program (get to know them).
• Review guidelines and expectations with parents and students.
  o Inquire and obtain daily Distance Learning schedule.
    ▪ Encourage those students that may not have technology equipment to bring a book or other items to assist with academic expectations.
• Staff will ask health screening questions to all students upon arrival.
• Review site safety guidelines and measures.
  o Rooms for use of program
  o Designated restrooms
    ▪ Establish restroom breaks during each shift.
    ▪ Only one (1) child can access the restroom at a time.
    ▪ Encourage hand washing after each use of restroom.
  o Eating area
  o Recreational area

Student Health
• Goal is to keep everyone safe and healthy through the use of best practices.
• Review mask wearing, social distancing, hand washing and other safety measures with students.
  o Encourage hand washing every hour.
• Site staff should display expectations/guidelines visible for students (social distancing protocols).
• Any student exhibiting possible COVID-19 related symptoms will be separated from the group and parent/guardian will be contacted for pick up from the program.
  o Students will be removed from general group and placed in an adult supervised location.

Personal Protective Equipment (PPE) – Mandatory Use
• Mandatory use of masks and other PPE
  o All students and staff are required to wear a face covering at all times.
  o BTB will issue two (2) cloth masks to all staff. Staff will encourage students to come with a face covering. If a student does not have a face covering available, a disposable face covering will be provided.
  o Face shields will be made available to staff upon request.
  o Hand sanitizer and gloves will also be made available; however, it is not mandatory to be used, but highly recommended.

Distance Learning Support
• See Family and Student Handbook for resources
  o Sample schedules and log-in process/support
  o Free resources/website for extended learning
• Synchronous and Asynchronous Instruction
  o Examples of synchronous instruction:
    ▪ Whole- or small-group instruction through a web-conferencing platform (ex. Zoom, Microsoft Teams, or Schoology)
    ▪ Breakout rooms using a web-conferencing platform
    ▪ Direct instruction and subsequently providing students time for highly structured and guided practice, with feedback.
  o Examples of asynchronous instruction:
    ▪ Homework
    ▪ Pre-recorded lessons without the teacher present to guide
    ▪ Learning done on the student’s own time or schedule
    ▪ Learning done without the teacher or other certificated staff present
    ▪ Self-guided instructional modules
    ▪ Feedback given to the student (not in real time)

Assigned Cohorts
• A cohort is a stable group of no more than 14 individuals (2 adults, 12 students) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.
• Cohorts must operate so that students and supervising adults within the group only have physical proximity with members of their cohort during the day.
• Supervising adults and students must not interact with other cohorts.
  o Group stability is important to minimize exposure and for effective contact tracing.
Assigned Seating
• Lead Staff is to assign seating for each student throughout the duration of the program.
• No other student will be allowed to sit in any other seat than the one assigned.
• Staff will take into account social distancing measures.
  o Setup and designate assigned seating (indoors/outdoors) with 6-foot distancing.
  o Staff must consistently monitor and remind students to honor distancing measures.
    ▪ Staff should adhere to this practice as well.
• During program hours, establish an individualized storage space for student materials/belongings.

Sanitization: Seating Areas & Workstations
• In between transitions (AM/PM), if new students arrive or leave, areas are to be cleaned.
  o Transition students outdoors, with AM staff cleaning and sanitizing the indoor area that was used by BTB staff, as PM staff wait outside with students.

Water Availability
• No use of drinking water fountains.
• Bottled water will be provided by Field Offices.
• Encourage students to bring their own reusable water containers.

Student Meals and Eating Areas
• Breakfast/lunch/snack to be distributed in coordination with Food Services.
  o On a daily basis, provide the Food Services Manager with the number of students in attendance.
• Students may bring their own lunch/snacks from home (no sharing with others).
• Recommendation is for students to eat outdoors and use separate tables, 6 feet apart.

Documenting Incidents
• Incident Notes form (fillable)
  o Examples of emergencies/incidents that are required to be documented:
    ▪ Staff or student injury
    ▪ Issues that may result in disciplinary action
    ▪ Lockdown
    ▪ Missing Child
    ▪ Suspected Child Abuse
• Inform TPS/Regional Director (RD)/Program Coordinator (PC) of the incident.
• Email completed Incident Notes form to appropriate supervisor.

Late Child Procedures
• BTB Late Child Procedures will apply and will be reported to TPS.
  o Student name/grade/age/pick-up time/reason for being late
  o Staff is to remain on site until the last student is picked up.
  o Contact TPS every 15 minutes until child is picked up.
Late/Unattended Child Protocols:
- Contact LAPD or Local Police Department Agency after an hour when no contact with parent has been made and after official directive has been given by a BTB Field Coordinator/Regional Director/Program Coordinator.

**IMPORTANT CONTACT PHONE NUMBERS**

**Beyond the Bell Offices**
- Civic Center Permit Operations | (213) 241-6900
- Elementary School Unit | (310) 515-3010
- LA’s BEST | (213) 745-1900 ext. 0
- Middle School Unit | (213) 633-3500
- Ready-Set-Go | (213) 346-2160
- Youth Development Program Unit | (818) 587-4300

**Other Numbers**
- LAUSD School Police | (213) 625-6631
- Department of Children and Family Services (DCFS) | (800) 540-4000
- Department of Mental Health – 24-hour ACCESS Center | (800) 854-7771