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SUMMARY OF BEYOND THE BELL SUMMER PROGRAM

Beyond the Bell staff members will provide summer enrichment programming to LAUSD students from grades TK-8. The program at this time will only be for children that are currently enrolled in LAUSD and have a student ID number.

- Summer programs will occur on campuses that are listed on the list of operating sites provided by BTB.
- Program duration is from June 14, 2021 through July 30, 2021
- The program will be closed on Monday, July 5th in observance of the Independence Day holiday.
- The program will operate Monday through Friday from 8:00 a.m. until 6:00 p.m. at non-instructional school sites. At the Community of Schools (CoS) instructional sites, the program will operate from 12:00 p.m. until 6:00 p.m.
- The program will follow CDC and LAUSD guidelines for safety.
SITE PREPARATION

Staffing
- Work shifts:
  - AM Schedule, 7:30 a.m. – 1:30 p.m.
  - PM Schedule, 12:00 p.m. – 6:00 p.m.

Site Staff Training – Professional Development Overview (3 Tiers: Traveling Program Supervisor TPS, Site Coordinator SC, Program Supervisor PS, and Program Worker PW)
- Summer Program Training to take place via Zoom
- Topics to be covered:
  - Student Supervision Protocols
  - COVID-19 Safety Guidelines and Protocols
  - Daily Health Screening Protocols Training (MyPLN)
  - LAUSD Cell Phone and/or device will be used to check for Daily Pass
  - LAUSD/BTB Policies and Procedures
  - Summer Emergency Drills and Plans – TBD
  - Staff roles and responsibilities
  - Child Abuse Awareness Training (CAAT) and Suicide Prevention Certifications
  - Meal Distribution for Students: Breakfast, Lunch and Supper (MyPLN-Food Services)
  - Student Enrollment/Attendance Reporting
  - Students with Special Needs Protocols
  - Summer Program Activity Plan

Traveling Program Supervisor (TPS) Training
- Summer prep & review of goals, roles and responsibilities
  - BTB Summer Camp
    - Site visits on a regular basis (maintain log of visits)
    - Coaching, mentorship and supervision of site staff within the cluster
    - Support sites with student enrollment and attendance reporting
    - Weekly check-in with school site administration, if applicable
- Timesheets/Payroll
  - Digital submission/paper submission, auditing of monthly timesheets
  - On time and aligned with due dates from LAUSD/BTB
  - Report daily adjustments to Time Reporter (absences, late arrival, late child)
  - Staff Absences
  - Substitute coverage, if possible
  - AM/PM shift coverage
  - TPS covers as last option
- Scheduling and staff monitoring
- Cluster assignments

Site Coordinator, Program Supervisor, Program Worker Training
- Safety plan, program goals, Site Coordinator roles and responsibilities
- BTB Summer Camp
  - Lead and manage program staff
  - Conduct daily screening of team
  - Weekly check-in with school site administration, if applicable
  - Timesheets/Payroll
    - Digital/paper submission to TPS, review & audit prior to submission
Student safety and supervision

- Carry out program vision and activity plan
- Daily attendance reporting / sign in & out of students
  - BTB Digital App training (pending)
- Coach and mentor program staff
- Communicate with stakeholders; families, school staff, admin, etc.
- Reporting incidents to BTB Field Office & submission of Incident Notes
- Ensure care of approved rooms and facilities.

School Site Administration Check-In/Program Prep Meetings (Ongoing)

- Check-in with school site administrator to review BTB Summer program overview, guidelines and expectations.
  - Request facility access for program, along with keys for the campus.
  - Familiarize yourself with other staff and who is on campus during summer.
    - 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 personal workspace in classroom, when needed.
- Available PPE and Water

Student Restrooms

- Establish and communicate with students: Norms and guidelines for restroom use.
- Schedule restroom breaks
- Full cleaning once per day (M&O)
- Service and high-touch disinfection 2x per day (M&O)

Cleaning/Disinfecting of Classrooms, Program Spaces and Materials

- Serviced daily (empty waste baskets and any sweeping/mopping, if needed)
- High-touch disinfect at the end of the day (Desks, tables, 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 Building and Grounds Worker.
- Playground Equipment/Materials
  - Disinfected daily after each use
  - Limited sharing at all times

Request of Designated Space and Facility Use

- Review and discuss assigned rooms or facilities approved for program use.
- Acquire key to assigned rooms or facilities before Day 1, do not accept “A” key.
- Identify outdoor eating area, recreational & playground space.
- Restrooms – Attempt to secure a location closest to program activities (If Possible)
- Secure access to rooms or space to store Personal Protective Equipment (PPE).
  - Obtain signage/cones/markers for social distancing, if needed.
  - Isolation Area
Program Participants: Student Experience

Program Vision: Summer is a time for students to explore interest in four areas of engagement.

- **Academic engagement**: students gaining knowledge in a variety of subject areas.
- **Physical engagement**: students developing wholesome eating habits and creating a healthy balance of physical engagement.
- **Creative engagement**: students developing abilities through exposure to activities that give them opportunities to choose, create, explore new things and express themselves.
- **Social engagement**: students developing skills used to build relationships and regulate emotions.

The Beyond the Bell Summer program will provide a safe and supportive environment for all students through organized activities while under the guidance and supervision of trained coaches.

- Program will align and adhere to CDE and LAUSD safety guidelines at all times.
- Integrated Safe School Plan and resources
- Access to emergency bin/emergency kits (Review with administration for access)

SITE PROCEDURES AND GUIDELINES

Program operation: June 14, 2021 through July 30, 2021 (closed July 5\(^{th}\))

**Arrival – Site Staff (AM Shift)**
- 7:30 a.m. report time for a start time of 8:00 a.m.
- Team orientation/check-in
- Overview of day
- Prep site for student arrival

**Transition Period – Site Staff (PM Shift)**
- 12:00 p.m. start time
- AM shift team transitions students to PM shift team at 1:00 p.m.
- 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)**

All students and staff are required to participate in the periodic COVID-19 testing program at their school site. The Mobile COVID-19 Testing unit will be visiting schools on a rotation basis (Hours 8:00 a.m. – 2:00 p.m.)

- **MyPLN Daily Health Screening Procedures Training** (11 minutes), which includes:
  - Daily Health Screening Process
  - Temperature Check Process and Thermometer Maintenance
  - Entry procedures
- At CoS Schools operating a BTB program from 12:00 p.m.- 6:00 p.m.
  - School administration staff will assume responsibility for temperature checks and Daily Pass. Students may continue to the BTB Summer Program without additional screening.
- At non-CoS Schools operating a BTB program from 8:00 a.m. – 6:00 p.m.
  - BTB staff will assume responsibility for temperature checks and Daily Pass.
  - Conduct Daily Health Screening Questions for COVID-19
  - If an employee or student answers “AGREE” to any screening questions, they may not participate in program.
  - In the case of a student, contact would be made with a parent or guardian to pick-up the student.
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.

Raul Chagoyan: Email rchagoya@lausd.net | Cell (213) 364-4701

Student Enrollment Forms and Sign-In Procedures

- To obtain the applicable parent agreement and program application, click on the list of Beyond the Bell Summer Programs. The hyperlink to the parent agreement and program application is specific to the type of program (instructional or non-instructional) operating at each school site.
  - Student information and parent consent for participation
  - Request that parent/guardian submit a signed and completed agreement and application.
  - Staff will sign in ALL students (students do not sign themselves in) and keep in a central location.
  - Use of the BTB Attendance App will serve as the digital record for all sites when up and running.
  - Early release procedures will be followed.

- Sign-in/out sheet for all units
- For elementary programs staff will sign out students to authorized adult.
- Middle school program students can sign out on their own provided that a parent permission form is on file.

Student Enrollment

- Completed and signed agreement and application to be submitted to BTB for each student by parent/guardian.
  - Students will receive an application if needed on their first day.
  - Accepting elementary – middle school students throughout sites.
  - Current TK and Kinder through 8th grade must be currently enrolled in LAUSD and have a student ID number.
  - School site administrator will be made aware of all children enrolled in the program.
  - Site Coordinator will create and keep current records of student attendance throughout the duration of program.
  - BTB Attendance App (when it is operational) will be platform for digital records.

- Low student enrollment sites
  - Sites may be combined with closest neighboring school after two weeks.
  - Attendance will be monitored and Beyond the Bell administration will determine closure of a site.
  - Information will be provided to families of nearby open sites.

Student Arrival (AM/PM Start Times)

- Welcome and engage student and parent as they check in to the program (get to know them).
- Pending food services schedules, make arrangements for student entry points and food distribution locations at either the AM start time or PM start time for the program.
- Review guidelines and expectations with parents and students throughout the first week of program and as needed with any new students.
  - Staff will ask health screening questions to all students upon arrival.
  - Review site safety guidelines and measures.
  - Rooms for use of program 30 people max per room
- 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.
- Eating area
- Recreational area
- Review of previous day, overview of activities, upcoming events, reminders, etc.
- Program Check-In: Begin start of program with an energizer or team building activity.

**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.
  - Encourage frequent hand washing, specifically after participating in any activity or game.
  - Site staff should display expectations/guidelines visible for students (social distancing protocols).
  - Hand washing reminders
  - 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.
  - Students will be removed from the general group and placed in an adult supervised location.

**Personal Protective Equipment (PPE) – Mandatory Use**
- Mandatory use of masks and other PPE
  - All students and staff are required to wear a face covering at all times.
  - 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.
  - Face shields will be made available to staff upon request.
  - Hand sanitizer and gloves will also be made available; however, it is not mandatory to be used, but highly recommended.

**Assigned Cohorts**
- A cohort is a stable group of no more than 20 to 30 individuals (1 adult, 20 to 29 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.
  - Supervising adults and students must not interact with other cohorts. (This may change when CDC guideline change).
  - Group stability is important to minimize exposure and for effective contact tracing.
  - Distance between students is 3 feet. Distance between staff and students is 6 feet.

**Assigned Seating**
- When in a classroom setting, 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. (3 feet student to student and 6 feet staff to student)
  - Setup and designate assigned seating (indoors/outdoors) with 3-foot distancing.
  - 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 and Workstations
- In between transitions (AM/PM), if new students arrive or leave, areas are to be cleaned.
  - Transition students into an outdoor setting, 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.
- Encourage students to bring their own reusable water containers.

Student Meals and Eating Areas
- **MyPLN 2021 Summer Food Service Program (SFSP) Training for Beyond the Bell** (15 min), which includes:
  - How the program operates
  - Responsibilities of the Staff
    - Point of Service
    - Counting and Claiming Process
- Breakfast, lunch, snack/supper to be distributed in coordination with Food Services.
  - 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.
  - Meals are not to be shared.
- Recommendation is for students to eat outdoors and use separate tables, 3 feet apart.

Student Discipline and Parent Concerns
- Behavior guidelines and expectations are to be reviewed during the 1st day of program with all students.
  - Continue to review with any new students that join the program throughout the summer.
  - Communicate expectations with families.
  - A progressive discipline model will be followed with all discipline concerns.
  - Every attempt will be made to address concerns with child/student.
  - If non-compliant with directions, parent of child will be contacted.
  - Depending on severity of discipline, contact your TPS or Unit Office overseeing the site.
  - Provide BTB Parent Child Agreement upon enrollment

Documenting and Reporting Incidents
- **Inform TPS/Regional Director (RD)/Program Coordinator (PC) of the incident.**
- **Incident Notes** form (fillable)
  - 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
    - Email completed Incident Notes form to appropriate supervisor.

Late Child Procedures
- BTB Late Child Procedures will apply and will be reported to TPS.
- Student name/grade/age/pick-up time/reason for being late
- Staff is to remain on site until the last student is picked up.
• Contact TPS every 15 minutes until child is picked up.
• Late/Unattended Child Protocols:
  o 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.
• Report payroll adjustment to Unit Field Office accordingly.

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