

**American Rescue Plan Act
Elementary and Secondary School Relief Fund (ESSER III)
Safe Return to In-Person Instruction and Continuity of Services
Burbank Unified School District**

Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in the fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021, requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceeusesinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINAL_b0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

Purpose of the Plan

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances. If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Burbank Unified School District

Option for ensuring safe in-person instruction and continuity of services:

has developed a plan will amend its plan

1. Please choose one:

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

COVID-19 Prevention Plan

https://drive.google.com/file/d/1_4F2bKIG7rNVDf0Yeg_0aJQCVv1UKq31/view

COVID-19 Containment Plan

https://drive.google.com/file/d/1RptSQwFKkz_aYmkml8vYLSnO_bjfosjd/view

COVID-19 School Guidance Checklist

https://drive.google.com/file/d/1z5h7-KjntUiolVFF_HDpMAdNm9tDoHmn/view

Protocol for K-12 Schools: Appendix T1

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12_Schools.pdf

COVID-19 Exposure Management Plan Guidance in TK-12 Schools: Appendix T2

http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf

2. **The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.**

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

The Burbank Unified School District continues to promote and implement the most current Los Angeles County Department of Public Health (LACDPH) Guidelines as can be found as follows:

Protocol for K-12 Schools: Appendix T1

http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_K12_Schools.pdf

All office and school settings are in congruence with Appendix T1. Each school has a COVID-19 Safety Plan that is regularly reviewed and updated.

Our most current guidelines may be found in the District's COVID-19 Prevention Plan and COVID-19 School Guidance Checklist and may be accessed in the links above.

The District provides myriad information and protocols such as testing clinic schedules and post-surge information can be viewed on our website at <https://www.burbankusd.org/Page/3398>

The District reports and partners with LACDPH in the event of an outbreak or when public health guidelines change. In addition, the District also follows CalOsha requirements. The District has continued to offer PPE to students and employees, Covid-19 updates and newsletters, testing clinics, home tests for students and employees, and notification letters. Our health services staff works closely with public health to report positive Covid-19 cases and manage contact tracing and notification. The District updates our Covid-19 dashboard daily.

https://drive.google.com/file/d/1Cpid6UbkySPwKLAm1w_65rVmjETqAXJM/view

- 3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.**

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

If a student requires isolation or quarantine due to a COVID-related situation, the District will provide access to ongoing education for that student through independent study. Short-term independent study is available for students who are required to isolate or quarantine. This will include support from an assigned teacher who will ensure that the students receive materials and assignments as well as the online services needed for independent study. All independent study students in grades TK - 12 have access to the virtual system.

For students who require support in addition to the regular program, such as a student with an IEP or a student participating in an English Learner program, a District administrator or teacher on special assignment will review the individual student's program requirements and design a plan to continue services while the student is in independent study.

If a full or partial school closure is required, the District is equipped to institute a synchronous hybrid model in which teachers deliver lessons on camera so virtual students can participate in real-time through an interface such as Zoom. This system was in operation during the 2020-2021 school year, and served as the instructional platform for both fully virtual instruction as well as hybrid (some in-person, some virtual) instruction. Technology for students and teachers is already owned by the District and in the hands of teachers and students. Should it be needed the District can be re-deployed additional materials as needed. Virtual systems to serve students with a disability or English Learners, such as tele-therapy platforms, can also be re-deployed as needed.

Should schools close, Food Services would conduct weekly pick-ups at several school locations. Additionally, the District offered and would continue to offer tele counseling appointments through Family Service Agency of Burbank and live support office hours and break out groups for students needing more assistance.

- 4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.**

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any

feedback was incorporated into the development of the plan.

Burbank USD provided its community, parents and staff numerous COVID-19 pandemic related surveys throughout the 2020-21 and 2021-22 school years. Data collected from these surveys provided reliable feedback indicating three important areas of focus related to a school re-opening: 1) access to student mental health and well-being supports; 2) safety protocol requirements; and 3) increase in student interaction with others and physical activity. This feedback was incorporated into the various plans with the District's inclusion access to tele-therapy and counseling as part of its student wellness support system. An emphasis has been placed on increased student interaction and physical activity, and safety protocols are addressed in detail per current CalOSHA and LACDPH requirements.

The Superintendent also gives bi-monthly Covid-19 updates at the Board of Education meetings which are open for public comment and review. Almost weekly, communications are sent out to the Burbank school community updating the community on current conditions, current guidelines, and plans for any changes.

The District Safety Committee meets quarterly and the Covid-19 updates are reviewed as well as the contents of the Prevention Plan during those meetings. Minutes are sent to stakeholders and we will record the meetings and post them for public viewing. The Covid-19 Prevention Plan is posted on our website along with other related health and safety information.

In addition, the LEA provides the following assurances:

☑ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

o Please insert link to the plan:

☑ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

☑ The LEA will periodically review and, as appropriate revise its plan, at least every six months.

☑ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

☑ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA

is revising its plan.

- The LEA has created its plan in an understandable and uniform format.
- The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.
- The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

Stacy Cashman
Director of Student Services
1900 West Olive Avenue Burbank, CA 9150

