

Chapman School SMART Start 2020 School Guidance Plan

These protocols are subject to change as needed.

Health & Safety

Parental & Family Responsibilities	<ul style="list-style-type: none"> ● Follow KPBSD’s Symptom Free Schools Protocol ● Monitor your child(ren) for COVID-19 symptoms and conduct daily health checks prior to sending your child to school.
Entering School	<ul style="list-style-type: none"> ● All students, parents/guardians and visitors are required to wear a mask at all times when entering or in the school building. ● Bus Riding students will be dropped off in-front of the building in the bus lanes and proceed through the small gate near the bus lanes to the side-door of the building where the door will be propped open and the area monitored by a staff member. Students are expected to utilize the hand-sanitizing station located near the entryway upon entering the building. ● Pre-K Students should be brought into the building through the main entrance by a parent/guardian. All parents/guardians dropping off a PK student will be expected to wear a mask. PK students will be met by their PK Teacher at 7:50 in the Chapman School foyer. Please note: Parents/Guardians will not be allowed to walk their child to the PK classroom as in year’s past. ● K-2nd grade students will be dropped off on the south-side of the building and enter the gates where a staff member will direct them to the side door for entry into the building and hand-sanitization. ● 3rd-8th grade students will be dropped off at the front of the building utilizing the new drop-off and pick-up lanes. Students should enter the front (main) doors, sanitize their hands, and go directly to the classrooms. ● Parents/Guardians are discouraged from entering the building during the COVID-19 pandemic. However, if a parent desires to enter the building, they will be required to park in a visitor parking space in the front of the building and enter through the front (main) doors, self-sanitize and proceed to check-in at the helpdesk sign-in station located outside the office for entry into the building. ● All school Visitor’s are required to display a visitor’s badge at all times during their time on the campus.
Mask Wearing Measures	<ul style="list-style-type: none"> ● All Staff and visitors to the building are required to wear mask at all times in all common areas or when interacting with students

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	<ul style="list-style-type: none"> ● All students must wear a mask when in a hallway or common-space (foyer, common areas, bathrooms, halls, etc.) ● All Students In grades 3-8 are expected to wear a mask when maintaining six feet of social distancing is not possible within the classroom setting. ● Students In PK-2nd grades must have a mask and will be directed when to wear it. ● All bus-riding students are expected to wear a mask while riding the bus if six feet of social distancing is not maintainable, or as directed by the bus-driver. ● Chronic non-compliance with mask mandates may result in disciplinary action. This might include suspension from in-person classes. Students who may have a medical condition preventing them from wearing a mask MUST have a doctor's note excusing the child from the District's mask-mandates.
Hand Washing & Sanitizing	<ul style="list-style-type: none"> ● All entryways have hand-washing/sanitizing stations clearly marked and should be utilized by all students, staff, or building visitors upon entry. ● All classroom spaces will have hand-washing/sanitizing stations set-up for student use. ● Students will wash or sanitize hands upon each entry into a classroom. ● Students will wash hands before and after eating breakfast and/or lunch. ● Students will wash hands before and after PE/Music (Gym) and recess activities.
Physical Distancing	<ul style="list-style-type: none"> ● All student classrooms will be kept apart from other classroom groups, or cohorts, throughout the school day. Groups of students will not mingle or mix during the school day. ● All classrooms have been designed to maximize the amount of distance between student work-areas, with six feet of distance provided where possible. ● Classroom Schedules and Building Protocols have been designed to maximize the amount of physical distancing provided in all areas of the building.

Cleaning & Sanitizing

Common Areas & Restrooms	<ul style="list-style-type: none"> ● All common areas will be cleaned on a regular schedule, while allowing for cleanings as needed.
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	<ul style="list-style-type: none"> ● Restrooms will be cleaned after regularly scheduled classroom-use times and will also be cleaned following individual student use. ● Certain restroom stalls and urinals will be closed to promote social-distancing when using the restroom
Water Fountains & Water Bottles	<ul style="list-style-type: none"> ● Water fountains will be turned-off with signage. ● All students will be required to have a clear water-bottle for their personal use. If a clear-water bottle is not provided, students will be provided with a disposable water-bottle to utilize for the day. ● Student water bottles will be cleaned daily by students and/or staff.
Technology Sanitation	<ul style="list-style-type: none"> ● Students will be assigned a specific Chromebook or iPad that they will use whether in a green, yellow, or red safety situation. ● Student electronics will be sanitized at the beginning and end of every school day through classroom cleaning procedures.
Classroom Cleaning	<ul style="list-style-type: none"> ● High-touch classroom areas will be sanitized frequently ● Classroom trash will be collected and emptied daily. ● Classrooms will be swept, vacuumed, mopped, and disinfected daily. ● All student desks and/or tabletop surfaces will be cleared and cleaned nightly.

Volunteers & Visitors

Volunteers and visitors will be limited to parents & guardians	<ul style="list-style-type: none"> ● Volunteers must have an approved background-check on file with the District prior to volunteering. ● All volunteers and visitors must wear a mask at all times when in the building. ● All volunteers must have a specific classroom teacher's authorization to volunteer within the classroom. ● All volunteers and visitors will follow all building safety and health-related protocols and procedures. ● All volunteers or visitors will sign-in and out of the office utilizing the check-in/out station located outside the main office doors, or utilize the hand-free sign-in/out site. <ul style="list-style-type: none"> ○ Visitor badges will printed at the visitor's kiosk outside the main office. If a visitor is having difficulty getting a guest badge to print, please see the school office. ● All visitors and volunteers must display their guest badges while on campus.
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Student Transportation

Student Bus Transportation	<ul style="list-style-type: none"> ● Families are ENCOURAGED to provide transportation to/from school for their children if at all possible. ● Bus-riding students are expected to wear a mask on the bus and observe social-distancing guidelines as directed by the bus driver. ● Bus-riding students will be monitored exiting and entering the bus, and entering and exiting the building to ensure social distancing and safety protocols are monitored and followed. ● Students must be symptom-free to ride the bus. ● In "Medium" or "Yellow" risk levels, students living within 1.5 miles walking distance will need to be transported to school by parent or guardian. Bus transportation will not be an option for families living within 1.5 miles walking distance of the school.
Special Education & "At-risk" Student Community Transportation	<ul style="list-style-type: none"> ● Special Education Students eligible for bus transportation, will continue to receive bus transportation in green, yellow, or red safety scenarios. ● All Kindergarten, Special Education, and students identified as Students-in-Transition
Student Drop-off	<ul style="list-style-type: none"> ● Pre-K Students should be brought into the building through the main entrance by a parent/guardian. All parents/guardians dropping off a PK student will be expected to wear a mask. PK students will be met by their PK Teacher at 7:50 in the Chapman Commons. Please note: Parents/Guardians will not be allowed to walk their child to the PK classroom as in year's past. ● K-2nd grade students will be dropped off on the south side of the building and enter the gates where a staff member will direct them to the side door for entry into the building and hand-sanitization. ● 3rd-8th grade students will be dropped off at the front of the building utilizing the new drop-off and pick-up lanes.
Student Pick-up	<ul style="list-style-type: none"> ● Families will be provided with a Family ID Number which will be utilized to identify their child(ren) during pick-up times. ID Numbers should be clearly displayed for school staff to see. Parents/guardians will be encouraged to display their family's ID number on their rear-view mirror or vehicle dashboard so a Chapman staff member can read the number and relay it to building staff who will send the appropriate child out for pick-up. ● Pre-K students should be picked-up at 10:55 at the south-side doors. The Pre-K Teacher will monitor the class while

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	<p>parents/guardians pull-up along the south-side fence-line, park their cars, and assist their student into the car as needed.</p> <ul style="list-style-type: none"> ● K-2nd grade students will be picked up at 2:00 pm at the south-side of the building. Families will need to pull-into the school parking lot, proceed through the drive-thru lane so a staff member can read their family's ID number and relay it in the building so the child can be notified and sent from their classroom. Parents will then proceed to turn right to line-up along the south-side fence-line for student pick-up. ● K-2 Families MUST pull into the school parking-lot so a staff member can identify their family's ID number, then proceed to the south-side of the building for their child's pick-up. ● 3rd-8th grade students will be picked up at 2:00 pm at the front (main) entryway by pulling into the pick-up/drop-off lane. As a vehicle enters the parking-lot their family's ID number will be relayed into the building so the family's child(ren) can be notified that their parent/guardian is there for pick-up. ● Families with multiple students in grades K-2nd and 3-8th grades will need to pick-up their 3rd-8th grade student first, at the front of the building utilizing the drop-off/pick-up lane, and then proceed to pick-up their K-2 child(ren) at the south-side door. ● Masks shall be worn during all student drop-off and pick-up activities.
<p>Out-of-Area Student Bussing Unavailable</p>	<ul style="list-style-type: none"> ● Apple Bus will not be providing transportation services this year for students whose families have selected an out-of-area school as their school-of-choice (applies to students who select to attend a Homer area school).

Communication

<p>School Communications</p>	<ul style="list-style-type: none"> ● The District website updates daily with real-time information for all KPBSD Schools. ● If the school's risk level changes to 'red', the school principal will send out a robo-call/e-mail detailing the change in status and will provide school closure information. ● If the school moves to a 'red' scenario, only Special Education, Pre-K, Kindergarten and Students-in-Transition will continue to receive in-person educational services. All other students will move to distance-education.
<p>Classroom Communications</p>	<ul style="list-style-type: none"> ● Teachers will be communicating to families on a weekly basis through their online classroom space (Canvas).

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	<ul style="list-style-type: none"> Teachers will be available through e-mail, phone calls, or video-conferencing to provide students and families with updates and information.
Class Dojo	<ul style="list-style-type: none"> Chapman Teachers will all utilize the 'Class Dojo' platform to provide timely and up-to-date information to families concerning their child. Parents/guardians are encouraged to utilize the 'Class Dojo' app and should receive more information from their child's homeroom teacher regarding Class Dojo sign-up and login.

Scheduling/Transitions-Social Distancing Plan

Hallways	<ul style="list-style-type: none"> All individuals in a school hall way will wear a mask. Staff, parents, and students are expected to walk down the right side of the hallway to their destination. All scheduled classroom transitions are staggered to allow for less chance of contacting another cohort group in the hallways or common areas. Students/staff will sanitize hands before and after utilizing the hallways.
Bathrooms	<ul style="list-style-type: none"> All staff, students and visitors to the school should: <ul style="list-style-type: none"> Wear a mask in the restroom at all times. Flush all toilet & urinals after each use. Wash hands using hot water and soap Observe social distancing guidelines when in and around the restroom
Breakfast	<ul style="list-style-type: none"> If students will be eating breakfast at the school on a regular basis, we are asking families to let their homeroom teacher know in advance, as this will help us prepare our breakfast count. Additional breakfast meals will be available upon request. All students will eat breakfast in their assigned homeroom. Breakfast-brown-bags will be placed in each homeroom prior to 7:30. If a child takes a breakfast bag, the child's SNS (Student Nutrition Services) lanyard will be kept by the teacher, and given to the school's SNS manager so the account is charged, then the lanyard will be returned to the classroom teacher for future use. Breakfast garbage will be placed in the classroom's breakfast delivery bin for removal from the classroom each day.
Lunch/Recess	<ul style="list-style-type: none"> All classrooms will eat lunch in their assigned homeroom. Food trays will be delivered to classrooms via a food cart.

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	<ul style="list-style-type: none"> ● All students who select a lunch will submit their SNS lanyards to their homeroom teacher who will provide them to SNS so the student account can be charged. Student SNS lanyards will be returned to the student's homeroom classroom teacher for reuse the next day. ● PK-3rd grade morning recesses are staggered and supervised by the homeroom teacher to minimize cross-contact between cohort groups. ● PK-3rd grade classrooms will rotate the use of the field and playground areas to maximize distancing and minimize cross-trafficking of playground equipment. ● 4th-8th Grades will hold staggered recesses and rotate the use of the field and play-ground equipment for recess times. ● Students will sanitize hands before and after recess times.
<p>Good Hygiene Habits</p>	<ul style="list-style-type: none"> ● Students will be instructed in healthy hygiene habits. ● Students will be instructed in healthy eating and self-care activities.

In-Person Classroom/On-site Instruction

<p>Seating</p>	<ul style="list-style-type: none"> ● Classroom teachers will minimize and arrange furniture to optimize the ability to maintain spacing. ● Shared furniture will not be made available to students (couches, bean bags, etc.) ● Students will be assigned a seat in all classrooms and learning environments.
<p>Canvas</p>	<ul style="list-style-type: none"> ● Students will be trained to access and navigate their classroom(s) Canvas course. ● Families will be provided with log-in information to access student assignments, grades, and to communicate with the classroom teacher.
<p>At-risk Students</p>	<ul style="list-style-type: none"> ● Special Education, Pre-Kindergarten, Kindergarten, and Students-in-Transition will be provided the opportunity to attend in-person learning when the local community is observing a red-level of risk.

Remote Learning During a Red (at-risk) Level, or During a Classroom Quarantine

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Instruction and Collaboration	<ul style="list-style-type: none"> ● Whole-group class-Zoom sessions will be live and recorded. If a student cannot attend a live session, they will have access to a recording of the session following the class. ● Students will have collaborative opportunities to meet with the classroom teacher and classmates each week. ● Classroom assignments will be updated weekly on the teacher's Canvas page.
Technology	<ul style="list-style-type: none"> ● Chapman School will assign all students in grades 1-8 a personal Chromebook to utilize in all risk-levels. ● Students will submit their assignments electronically. No paper-based assignments or materials will be accepted back into the school. ● Chromebooks and iPads must be returned to school for use when the school or child returns to in-person learning. ● Chromebooks and iPads will be made available beginning Monday, August 24th. Families who have selected the remote-learning option may pick-up their child's device by contacting the Chapman School office on the day of desired pick-up.
Feedback & Grades	<ul style="list-style-type: none"> ● Teachers will provide ongoing feedback to students on assignments and progress. ● Standards-referenced grades will be assigned to students in grades PK-5. ● An Alphabet-based grading system (A,B,C,D, or F) will be utilized in grades 6-8.
Materials	<ul style="list-style-type: none"> ● Teachers may utilize weekly "packets" to send home materials for families. ● Physical materials sent home will not be returned to the school. ● Paper-based packets that teachers/staff may prepare for students will be made available each week. ● All student-learning materials will be available via a 'parent-packet & material pick-up' on Mondays, 12 pm-3 pm.

Remote Learning by Choice

100% Chapman Remote Students	<ul style="list-style-type: none"> ● Remote students will be connected to their grade-level appropriate classroom and classroom teacher. ● Options for weekly collaboration for remote students with the classroom teacher. ● Remote-Learning goals will mirror in-class expectations. ● Students will submit assignments electronically through the Canvas classroom space.
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Feedback & Grades	<ul style="list-style-type: none"> ● Teachers will provide on-going feedback to students. ● Students in grades K-5 will receive standards-based grading. ● An Alphabet-based grading system (A,B,C,D, or F) will be utilized in grades 6-8.
PE & Music	<ul style="list-style-type: none"> ● The Chapman Music Teacher will maintain an online presence providing musical and physical education activities for students & families to engage in.
Switching between Learning Modes	<ul style="list-style-type: none"> ● Families must provide the Chapman School Office notification of their intention to switch between learning models. ● Chapman School Administration and Staff will work with families to select the best timeframe for transitioning back into an in-person model.
Remote-Learning Parental/Guardian Responsibilities	<ul style="list-style-type: none"> ● Remote-Learning requirement/responsibilities for Chapman families include: <ul style="list-style-type: none"> ○ Check-in with your classroom’s Canvas Course daily ○ Support your child(ren) in navigating Canvas courses & assignments ○ Communicate to the classroom teacher with any questions or concerns you may have ○ Ensure your child is submitting the required weekly assignments in each content area. ○ If a student is ill, or will be unable to participate, please inform the child’s homeroom teacher. ○ Failure to participate in required learning and engagement activities for a 10-day period will result in the student being dropped from school enrollment. Chapman staff will do everything we can to contact and coordinate with families, but 10-days of inactivity, just like in a physical classroom setting, will result in the student being dropped from school enrollment. Students may reenroll at anytime.
Technology Responsibilities	<ul style="list-style-type: none"> ● Complete the Chromebook User Agreement ● Use assigned Chromebooks for school related purposes only.
School Materials and School Items	<ul style="list-style-type: none"> ● Paper-based packets that teachers/staff may prepare for students will be made available each week. ● All student-learning materials will be available via a ‘parent-packet & material pick-up’ on Mondays, 12 pm-3 pm.

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Sick-Child Protocols

Sick Students	<ul style="list-style-type: none">● If a student is feeling ill, the Classroom Teacher will call the office and the office staff will meet the child at the Chapman Nurse's office.● The presumed-ill student will be placed behind a clear, protective-barrier inside the nursing office during their stay.● The school's tele-nurse, Melisa Miller, will be contacted via remote-distancing to conduct an assessment and determine what the next steps will be concerning the child's status at school.<ul style="list-style-type: none">○ If you have a question or concern regarding your child or a school health policy question, please contact Nurse Miller at mmiller@kpbsd.org● Students displaying any symptoms will be sent home from school and not allowed to return until they have met the criteria listed in the KPBSD Symptom Free Schools Protocol.● Students who are ill will be kept in the nurse's office while arrangements are being made for the student to go home.● Students returning to school after an illness must check-in with the school office so a ready-for-school health check can be performed by the school tele-nurse/staff.<ul style="list-style-type: none">○ All students must be symptom free for a 24-hour period without medications prior to returning to school.
If a COVID-19 case is confirmed on campus	<ul style="list-style-type: none">● The School tele-nurse, and administration will contact affected families if a confirmed case of COVID-19 is identified from the campus.● If a student is confirmed as a positive COVID-19 case, then the District Health department will be notified and begin contact-tracing through the site nurse and school administration.● Families and students who have been identified as having close-contact with a COVID-19 positive individual will be contacted and informed.● The school administration will work with the District Health Department to determine if a classroom, or possibly even the school may need to be shut down for disinfecting and sterilization purposes.