

# Big Fireweed Smart Start 2020

## School Guidance

### *Revised August 19, 2020*

*These protocols are subject to change as needed.*

<b>Health and Safety</b>	
Parental Responsibilities	<ul style="list-style-type: none"> <li>● Monitor your child(ren) for COVID-19 symptoms and conduct daily health checks prior to sending your child to school.</li> <li>● Follow KPBSD's <a href="#">Symptom Free Schools Protocol</a></li> </ul>
Entering School	<ul style="list-style-type: none"> <li>● Staff will use one of four entry points and sanitize before proceeding to their classroom.</li> <li>● Fireweed Academy (FWA) / WHE will identify entry points for students - Front entrance for drop-offs and north gym entrance for bus riders. To limit the repetitive touching of the door handles by each student, when possible, doors will be propped open as students enter and leave the building.</li> <li>● Students will wash hands with soap and water or sanitize their hands upon or before entry to the classroom.</li> <li>● Anyone entering the building will have their mask in place.</li> <li>● Only staff, students, parents, and volunteers will be permitted to enter the building.</li> </ul>
Hand Sanitizing Stations	<ul style="list-style-type: none"> <li>● Hand sanitizer dispensers will be placed near all main entry doors and other high-traffic areas.</li> <li>● Signage and direction guidance will be posted for students and visitors at entry.</li> <li>● The administrators and custodial staff will monitor hand-sanitizing stations and refill them, as needed.</li> </ul>
Teaching of Hygiene Expectations	<ul style="list-style-type: none"> <li>● Signage and regular reminders will be posted regarding the importance of hand hygiene and expectations.</li> <li>● Each classroom will implement hygiene expectations. Nurse Laura will provide a template covering the basics.</li> </ul>

	<ul style="list-style-type: none"> <li>● Hygiene expectations have been added to our PBIS Matrix.</li> </ul> <p>FWA will train all students on:</p> <ul style="list-style-type: none"> <li>● PPE</li> <li>● Staying home if sick</li> <li>● Who you report to if you are feeling ill</li> <li>● Hand washing/cough etiquette and other prevention strategies</li> <li>● Social distancing expectations</li> <li>● Social distancing in lines</li> <li>● Transportation expectations</li> <li>● Personal property use</li> </ul>
Hand Washing and Sanitizing	<ul style="list-style-type: none"> <li>● Students will wash hands or sanitize hands each time they enter their classroom.</li> <li>● Students will wash hands with soap and water in the classroom before and after eating lunch and/or snack.</li> <li>● Students will wash or sanitize their hands before and after recess and PE. After recess and PE, students will proceed directly to their classroom to wash their hands with soap and water or use hand sanitizer.</li> <li>● Staff will wash hands or sanitize upon entry to a classroom or shared spaces in the building (i.e. offices, copy room, bathrooms, etc.).</li> <li>● Students will wash hands or sanitize before and after using a computer/laptop.</li> <li>● Students must wash their hands or use hand sanitizer before leaving the classroom at the end of the day.</li> </ul>
Masks	<ul style="list-style-type: none"> <li>● Students are <u>required</u> to wear masks when 6 foot social distancing is not possible.</li> <li>● All students must wear masks in the hallway or other common areas in the building.</li> <li>● Students will wear a mask on the bus when social distancing is not possible.</li> <li>● Chronic non-compliance of adhering to mask expectations will be referred to the principal.</li> </ul>
Physical Distancing	<ul style="list-style-type: none"> <li>● FWA has developed a schedule to limit mixing between the 3rd/4th and 5th/6th cohorts.</li> <li>● Space seating and desks six feet apart if possible, or to the maximum distance allowable.</li> </ul>

## Cleaning and Sanitizing

Frequent sanitation efforts and procedures	<ul style="list-style-type: none"> <li>● Increased cleaning of high traffic areas by custodial staff.</li> <li>● Any shared materials will be sanitized between use.</li> <li>● Ensure door remains open upon exit of shared spaces.</li> </ul>
Teacher/classroom responsibilities	<ul style="list-style-type: none"> <li>● Computers/laptops must be disinfected between each student's use.</li> <li>● High touch areas (door handles, sink handles, etc.) must be sanitized frequently.</li> <li>● Empty classroom trash, tie bag, and place it in the hallway at the end of each day. When eating in the classroom, students will dump lunch in designated garbage cans in the hallway.</li> <li>● All tabletop surfaces, including students desks, are cleared of all items each night.</li> <li>● Floor needs to be cleared of all items such as pencils at the end of the day.</li> <li>● Desks and other surfaces will be wiped down at the end of each day.</li> </ul>
Water Fountains	<ul style="list-style-type: none"> <li>● Water fountains will be closed with signage.</li> <li>● Access to the bottle fill station one student at a time.</li> <li>● All students will be expected to have their own labeled water bottle</li> <li>● Individual teachers will create disinfecting protocols for the use of the classroom sink to refill water bottles.</li> </ul>
Symptom-Free Schools Protocol	<ul style="list-style-type: none"> <li>● To reduce contamination risk of a school nursing office, the teacher will call Nurse Laura before sending student to the nurse office. A student who does not feel well must wear a mask before being sent to the nurse office.</li> <li>● Masks are included on the student school supply list.</li> <li>● Pop up isolation tent available for students exhibiting COVID-19 symptoms-they will be utilized as needed per the nurse and building administrator.</li> </ul>

## Volunteers

Volunteers and visitors will be limited to parents and guardians.	<ul style="list-style-type: none"> <li>● Volunteers need to have an approved background check prior to volunteering.</li> <li>● Volunteers and visitors must wear masks when in the building.</li> <li>● Visitors will use hand sanitizer when entering the building and classrooms.</li> <li>● Visitors will use the touch free sign in.</li> </ul>
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## Transportation

Transportation During Different Risk Levels	<ul style="list-style-type: none"> <li>● In “Medium” or “Yellow” risk, all out of attendance area students and students living within 1.5 miles walking distance will need to be transported to school by a parent or guardian. Bus transportation will not be an option.</li> <li>● In low and medium risk levels, special education transportation will continue for students who qualify.</li> </ul>
Arrival/Dismissal	<p><b>Arrival</b></p> <ul style="list-style-type: none"> <li>● Students getting breakfast will go to the cafeteria, follow cafeteria protocols, and eat with social distance spacing at a designated grade level table.</li> <li>● Upon arrival, students will go to a designated area for their grade level (playground, when weather allows).</li> <li>● Once students are in their designated grade level area they may remove their mask.</li> <li>● When the bell rings, students will line up spaced for social distancing in their classroom line and apply their mask.</li> <li>● Students will put their mask on before entering the building.</li> </ul> <p><b>Dismissal</b></p> <ul style="list-style-type: none"> <li>● Students will use hand sanitizer or hand washing before leaving the classroom.</li> <li>● Students will be dismissed in grade level cohorts and staggered to accommodate social distancing.</li> </ul>

	<ul style="list-style-type: none"> <li>● Bus Students <ul style="list-style-type: none"> <li>○ The 3rd/4th and 5th/6th cohorts bus students exit the north gym exit.</li> <li>○ Bus lines will have marks that are spaced apart.</li> <li>○ Bus students will wear their masks while in line and on the bus.</li> <li>○ Bus students will sit one person to a seat or with a sibling, following Apple protocols.</li> </ul> </li> <li>● Parent Pickup Students <ul style="list-style-type: none"> <li>○ The 3rd/4th and 5th/6th cohorts will exit the building through the exit doors of the North Wing and will walk with a FWA staff member to the parent pick up area for FWA. It is located near the outside doors at FWA's office (2nd set of outside doors along the parent pick up lane).</li> <li>○ FWA Parent-pick up area will have designated areas for each grade level cohort.</li> <li>○ Students may remove their masks once they enter their vehicle.</li> </ul> </li> </ul>
Sign-in/Sign Out Protocol	<ul style="list-style-type: none"> <li>● Parents will need to text or call Janet for signing in students that are late to school AND signing out students that are leaving school early. No physical sign-in/sign-out sheet will be used.</li> </ul>

## Communication

District communications about risk levels and protocols	<ul style="list-style-type: none"> <li>● District website shows real-time graphic representation for all 42 schools' risk status by color.</li> <li>● Local public health officials determine community outbreaks.</li> <li>● Communication to staff and families when shifts between risk areas occur, similar to weather closures or two-hour delays.</li> </ul>
School Communication	<ul style="list-style-type: none"> <li>● Janet will send out a robo call when the risk level changes to red.</li> <li>● Fireweed Academy communication will be found on our school website, school Facebook page, and/or communicated through PowerSchool Messenger.</li> <li>● Updated PowerSchool information is essential for communication.</li> </ul>

Teacher Communication	<ul style="list-style-type: none"> <li>• Staff will communicate with families using SeeSaw and Week at a Glance.</li> <li>• Teachers will be available for communication through phone calls and email.</li> </ul>
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### Scheduling/Transitions - Social Distancing Plan

Hallways	<ul style="list-style-type: none"> <li>• PBIS expectations for common area travel will be taught and practiced.</li> <li>• Everyone will have a mask in place, sanitize in and sanitize out, and hands to self (exception being OT considerations).</li> <li>• Maintain reasonable distance.</li> <li>• Teachers will ensure masks are in place.</li> <li>• Sanitize in/out.</li> <li>• Sanitize public use spaces upon exit.</li> </ul>
Hallway transitions	<ul style="list-style-type: none"> <li>• All transition schedules will be staggered to decrease exposure to other classrooms and decrease the development of lines forming to enter an area.</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• We will limit bathroom occupancy.</li> <li>• Students will be taught sanitations protocols for the bathroom.</li> </ul>
PBIS Lesson on Social Distancing	<ul style="list-style-type: none"> <li>• PBIS team will design proactive lessons and practice activities to reinforce the importance of being safe.</li> </ul>
Lunch/Recess	<ul style="list-style-type: none"> <li>• Fireweed will have a separate recess period from WHE.</li> <li>• The 3rd/4th and 5th/6th cohorts will have separate, designated areas for recess.</li> <li>• Masks will not be required at recess.</li> <li>• The 3rd/4th and 5th/6th cohorts will have lunch in separate classrooms.</li> </ul>

### In-Person Classroom/Onsite Instruction

Seating	<ul style="list-style-type: none"> <li>• Classroom teachers will minimize and arrange furniture to optimize the ability to maintain spacing.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Shared furniture will not be available for students (couches, bean bags, etc.).</li> <li>● Desks or table spots and chairs will be assigned to individual students.</li> <li>● Chairs may be assigned to make sure students use the same chair each day.</li> <li>● Students will be spaced to 6 feet or maximum allowable distance.</li> </ul>
Materials	<ul style="list-style-type: none"> <li>● To the extent possible, students will have individual classroom supplies.</li> <li>● Teachers are responsible for establishing disinfecting protocols for shared items.</li> <li>● Students will have their own individual supplies labeled with the student name.</li> <li>● Books and paper materials must be handled according to most recent safety protocols.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>● Students will have their own assigned laptop within each classroom.</li> <li>● Students will wash or sanitize hands before and after using a computer.</li> </ul>
Personal Property	<ul style="list-style-type: none"> <li>● Personal items will be stored in a manner that ensures minimal contact.</li> <li>● Students may only bring materials that are deemed essential to safety and learning.</li> </ul>
Recess and Playground	<ul style="list-style-type: none"> <li>● The 3rd/4th and 5th/6th cohorts will have separate, designated areas for recess.</li> <li>● Students will wash or sanitize hands out/in.</li> <li>● Students should not bring recess equipment from home.</li> <li>● Grade level cohorts will have designated line up areas</li> <li>● To use the bathroom, a student will be given a disposable bathroom pass.</li> </ul>
Specials	<ul style="list-style-type: none"> <li>● PE will be held outside, weather permitting, otherwise will take place in the gym or other location.</li> <li>● Masks will not be required in PE class.</li> </ul>

## Nursing Protocols

Sick Students	<ul style="list-style-type: none"> <li>● If a student is feeling ill, the teacher calls Nurse Laura before sending the student to the nurse's office.</li> <li>● A student who feels ill or is exhibiting symptoms of COVID-19 will bring their backpack with their personal items and wear a cloth mask when going to Nurse Laura's office.</li> <li>● Ill students will wait to enter the nurse's office until given permission from the nurse to come in.</li> <li>● Students displaying any symptoms will be sent home from school and not allowed to return until they have met the criteria listed in the <a href="#">KPBSD Symptom Free Schools Protocol</a>.</li> <li>● Students who are ill will be kept in a separate area to prevent cross-contamination. Nurse Laura will monitor and supervise students until a parent/guardian arrives to take the student home.</li> <li>● Students that are returning to school after being ill must check in with the nurse when entering the building.</li> </ul>
Medically Fragile Staff and Students	<ul style="list-style-type: none"> <li>● Fireweed Academy will offer remote learning options to students who cannot attend school due to high-risk medical conditions.</li> <li>● Teachers working with students who are medically fragile will call the nurse before sending the student to the nurse's office. Students will be treated in an area separate from sick students-possibly in their classroom if that is appropriate and safer for the student.</li> <li>● At medium risk, Nurse Laura will contact families of high-risk students to inform of the change in risk level.</li> </ul>
In the event of COVID19 on campus	<ul style="list-style-type: none"> <li>● Nurse Laura will provide a direct report to Iris Wertz, KPBSD Nursing Supervisor, on the diagnosed case(s) and impose restrictions on close contacts.</li> </ul>
Contact Tracing	<ul style="list-style-type: none"> <li>● Nurse Laura will complete the contact tracing form to identify any students or staff members who may have had close contact with another individual who has been diagnosed with COVID-19.</li> <li>● The names of students or staff who may have had close contact with the individual that tested positive will be provided to Iris Wertz and the building administrator.</li> </ul>



## Remote Learning by Choice

100% FWA Remote Students	<ul style="list-style-type: none"> <li>● Remote students will be connected to a grade level in-person classroom and be included in SeeSaw.</li> <li>● Staff will facilitate opportunities for remote students to develop a remote classroom community.</li> <li>● Options for weekly collaborative opportunities for remote students to connect with in-person classmates via Zoom facilitated by the staff.</li> <li>● Remote learning core content will be the same as in-person</li> <li>● Students will submit assignments to his/her teacher via SeeSaw, other methods may be employed.</li> </ul>
Grades	<ul style="list-style-type: none"> <li>● Standards-referenced grades will be assigned to students and will be reported on report cards.</li> </ul>
Shifting between learning modes	<ul style="list-style-type: none"> <li>● Families must notify the office of their intention to switch between learning modes.</li> <li>● FWA administration and nursing staff will work with families to employ the best re-entry timeline.</li> <li>● Families will complete a re-entry checklist prior to entering in-person learning.</li> <li>● Families switching to remote learning will meet with the remote teacher prior to attending remote.</li> </ul>

## Shift from Yellow (Medium-Risk) to Red (High-Risk) Level

Pick up or drop off of materials	<ul style="list-style-type: none"> <li>● FWA will communicate a schedule for families to pick up student materials.</li> <li>● The schedule will be communicated to parents and families via Robo call and other media.</li> </ul>
SeeSaw	<ul style="list-style-type: none"> <li>● Students will have knowledge of accessing SeeSaw and other digital tools to ensure a smoother transition when navigating assignments and lessons from home.</li> </ul>
Medically fragile students	<ul style="list-style-type: none"> <li>● Nurse Laura will call parents of <i>medically fragile students</i> when it appears that we may be trending toward a high-risk level.</li> </ul>

	<ul style="list-style-type: none"> <li>• Nurse Laura will call students when the South Peninsula makes the shift between risk levels.</li> </ul>
At-risk students	<ul style="list-style-type: none"> <li>• Option to attend in-person learning when the community is at the red (high-risk) level.</li> <li>• Teachers will communicate with parents/guardians of <i>at-risk students</i> when it appears that we may be trending toward a high-risk level.</li> <li>• Teacher will call the families of <i>at-risk students</i> when the South Peninsula makes the shift between the yellow and red risk levels.</li> </ul>

**Remote Learning During the Red (At-Risk) Level or During a Classroom Quarantine**

Instruction and collaborative opportunities	<ul style="list-style-type: none"> <li>• Zoom sessions will be live and/or recorded. If a student cannot attend a live session, they will have access to a recording of the session.</li> <li>• Students will have collaborative opportunities each week.</li> <li>• Assignments will be outlined in the <b>Week at a Glance</b>.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• KPBSD will issue devices based on need.</li> </ul>
Submitting Assignments	<ul style="list-style-type: none"> <li>• Students will submit assignments to his/her teacher via SeeSaw or other digital tools.</li> <li>• FWA will work with families to coordinate material exchange, if needed.</li> </ul>
Feedback and grades	<ul style="list-style-type: none"> <li>• Teachers will provide ongoing feedback to students on assignments and progress.</li> <li>• Standards-referenced grades will be assigned to students and will be reported on report cards.</li> </ul>
Returning materials	<ul style="list-style-type: none"> <li>• Any items provided by the school, including technology, will be returned to school with students on the first day back when resuming in-person learning.</li> </ul>