

Kenai Central High Smart Start 2020 School Guidance

Revised August 28th

These protocols are subject to change as needed.



Health and Safety

Parental Responsibilities

- Monitor your child(ren) for COVID-19 symptoms and conduct daily health checks prior to sending your child to school
- Follow KPBSD's most current [Symptom Free Schools Protocol](#)
- Please keep your child home if they are experiencing one or more of the following:
 - Temperature of 100 or greater
 - Cough or sore throat
 - Shortness of breath
 - Chills
 - Muscle pain
 - Runny or stuffy nose
 - Headache
 - Vomiting
 - Diarrhea
 - New loss of taste or smell
 - New undiagnosed or untreated rash or skin condition
 - The first 24 hours after receiving antibiotics

<p>Entering School</p>	<ul style="list-style-type: none"> ● Staff will utilize one of three entry points into the building ● All staff will be wearing masks ● All staff will sanitize hands before proceeding to their classrooms ● Students will utilize two entry points into the building <ol style="list-style-type: none"> 1. Front entrance for drivers and drop-offs 2. Kenai Spur/Auditorium entrance for bus riders ● All students will be wearing masks ● Front entrance doors will be propped open to limit the repetitive touching of the door handles by individuals ● Students will sanitize hands immediately upon entrance into the building at one of the posted hand sanitation stations ● Only staff, students, parents, guardians, volunteers and approved vendors will be allowed to enter the building ● Office staff will sign students in or out ● All parents, guardians, volunteers and approved vendors need to check in at the front office and be wearing a mask ● There will be a marked location on the floor where approved visitors must stand to maintain physical distancing
<p>Hand Sanitizing Stations</p>	<ul style="list-style-type: none"> ● Sanitizing stations are located in numerous places throughout the building <ol style="list-style-type: none"> 1. All building entrances 2. Next to all restrooms 3. In all hallways ● Signage with directions are located at each hand sanitizing station ● Custodial staff will monitor hand sanitizing stations and refill them as needed.
<p>Teaching of Hygiene Expectations</p>	<ul style="list-style-type: none"> ● Signage is posted throughout the building regarding the importance of proper hand hygiene ● Each teacher will implement hygiene expectations on the first day of school with reminders occurring throughout the school year <li style="text-align: center;">Kenai Central staff will train students on: ● PPE ie; face coverings/masks and the use of gloves when applicable ● Staying home if sick in reference to Symptom Free Protocol (above) ● Report to Nurse Sam when feeling ill ● Hand washing/cough etiquette ● Physical distancing expectations ● Physical distancing in lines ● Traffic patterns throughout the halls ● Transportation expectations for bus riders and those getting picked up ● Personal property use

<p>Hand Washing and Sanitizing</p>	<ul style="list-style-type: none"> ● Students will wash hands and/or sanitize hands each time they enter and exit their classroom ● Students will wash hands and/or sanitize hands before and after eating lunch and/or snack ● Students will wash and/or sanitize their hands before and after PE ● Students will wash and/or sanitize hands before and after using a computer/laptop ● Students will wash and/or sanitize their hands before leaving classrooms at the end of the day ● Staff will spray each instructional surface at the end of every period with sanitizer that will be provided ● Students will wipe those surfaces with paper towels or a rag that will be provided ● Students will discard paper towels into wastebasket ● Staff and students will wash and/or sanitize hands upon entry into a classroom or any shared space in the building (i.e. offices, copy rooms, staff lounge, cafeteria, auditorium, green room, Cage, pool, library, etc.)
<p>Masks/Face Coverings</p>	<ul style="list-style-type: none"> ● Staff, students, parents, volunteers, and approved vendors are <u>required</u> to wear masks at all times when in the building <ol style="list-style-type: none"> 1. Hallways 2. Classrooms 3. Bathrooms 4. Commons 5. Library 6. At sporting events 7. Offices 8. Copy rooms 9. Staff Lounge 10. Entering/exiting the building 11. Gym/Cage 12. Busses ● Students are expected to bring and wear a mask each day ● Extra masks will be provided in emergency cases only ● Chronic non-compliance of adhering to mask requirements will be referred to the administration

Physical Distancing/Transitions	<ul style="list-style-type: none"> ● Seating and desks will be spaced six feet apart when possible, or to the maximum distance allowable ● Teachers with team teachers will provide relief in larger classes by pulling students into their classrooms ● All staff and students are required to wear masks during passing periods ● Students will only use lockers before school, at lunch, and at the end of the day ● Students will be asked to get materials, use the restroom, then go directly to classes
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Cleaning and Sanitizing

Frequent sanitation efforts and procedures	<ul style="list-style-type: none"> ● Increased cleaning and sanitizing of high traffic areas by custodial staff ● All shared materials will be sanitized between use ● Front-entry door remains propped open to limit contact on handles ● Frequent reminders given to students and staff about cleaning/sanitizing by administration
Teacher/classroom responsibilities	<ul style="list-style-type: none"> ● Computers/laptops must be disinfected between each student's use ● High touch areas (door handles, sink handles, desk surfaces, etc. will be sanitized frequently ● Classroom trash will be tied off and placed in the hallway at the end of each day ● When eating in classrooms students will dump waste in the garbage cans located in the hallways ● All tabletop surfaces, including students desks, are cleared of all items each night ● Floors will be cleared of all items such as pencils at the end of the day ● Desks and other instructional surfaces will be sprayed down by teacher, then wiped down by students at the end of each period and day ● No student belongings will remain in the classrooms overnight
Technology Sanitation	<ul style="list-style-type: none"> ● All technology will be sanitized after each student use

Water Fountains	<ul style="list-style-type: none"> • Water fountains have been turned off • Access to the water bottle fill stations will be one student at a time • All students will be expected to have their own labeled water bottle • Individual teachers will create sanitizing protocols for the use of the classroom sinks (if applicable) to refill water bottles
Symptom-Free Schools Protocol and COVID-19 on Campus	<ul style="list-style-type: none"> • To reduce contamination risk of a school nursing office, the teacher will call Nurse Sam before sending a student to the nurses office • Pop-up isolation tents are available for students exhibiting COVID-19 symptoms. They will be utilized as needed per the nurse and building administrators • Nurse Sam will use designated quarantine area for students with symptoms waiting for parents/guardians to pick them up • The most recent Symptom-Free Schools Protocol will be shared with students and staff during the first two days of school. This will be shared with parents via School Messenger as well

Volunteers/Visitors

Volunteers, Visitors, and approved Vendors	<ul style="list-style-type: none"> • Volunteers need to have an approved background check prior to volunteering • Volunteers, visitors, and approved vendors must wear masks when in the building and stand in the appropriate marked locations indicating appropriate physical distancing. • Visitors will be restricted to parents/and or guardians. Visitors will use hand sanitizer when entering the building and classrooms. • Approved vendors have been notified and will adhere to mask/sanitizing procedures upon entrance into the building
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Transportation

Transportation During Different Risk Levels	<ul style="list-style-type: none"> • In low and medium risk levels, special education transportation will continue for students who qualify • In high risk, vulnerable populations of students (intensive needs) will be able to access transportation
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<p>Arrival/Dismissal</p>	<p>Arrival:</p> <ul style="list-style-type: none"> ● Parent drop-off area remains the same ● All individuals entering the building will be required to wear masks ● Students getting breakfast will go directly to the cafeteria, follow cafeteria protocols, and eat at tables marked for appropriate physical distancing ● Upon entering, students will wash/sanitize hands at hand sanitizing station, then proceed to class ● Students will be moving at all times, ensuring that they are not gathering. They will follow the flow of traffic as shown by footprints on the floor <p>Dismissal</p> <ul style="list-style-type: none"> ● Parent pick-up area remains the same ● Students will use hand sanitizer or wash hands before leaving the classroom. ● Students will be dismissed and follow the flow of traffic as shown by markings on the floor ● Bus Students wear their mask while in line and on the bus ● Bus students will sit one person to a seat or with a sibling ● Students may remove their masks once they enter their personal vehicle
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Communication

<p>District communications about risk levels and protocols</p>	<ul style="list-style-type: none"> ● District website shows real-time graphic representation for all 42 schools' risk status by color. ● Local public health officials determine community outbreaks. ● Communication by the district to staff and families when there are shifts between risk areas, similar to weather closures or two-hour delays.
<p>School Communication</p>	<ul style="list-style-type: none"> ● KCHS Administration will notify parents/students when risk level changes ● KCHS communication can be found on our updated school website, school Facebook page, or sent via School Messenger ● Updated PowerSchool/Canvas information will be required by all staff members

Teacher Communication	<ul style="list-style-type: none"> ● Teachers will communicate with families using their Canvas, email, phone, and possibly Zoom/Skype ● Teachers will be available for communication through phone calls and email ● Teachers will document communication with students/familie
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Scheduling/Transitions - Physical Distancing Plan

Bathrooms	<ul style="list-style-type: none"> ● Bathroom occupancy will be limited ● Students will be sanitize hands/handles ● Teachers will have sign-out sheets to limit numbers of students in halls to use restroom
Social Distancing/Sanitation Education	<ul style="list-style-type: none"> ● KCHS teachers will go over all Covid protocol/Symptom Free Protocol to reinforce the importance of being safe ● Safety protocols will be re-taught at quarter. Reminders will be given daily

<p>Lunch</p>	<ul style="list-style-type: none"> ● Students will line up on one side of the kitchen counter area in the cafeteria. ● No more than 3 students will sit at a table. ● Tables will be marked ● Masks will not be required when eating; but will be required when finished eating ● Students will alternate between eating lunch in the cafeteria, library, classrooms, and on designated floor markings in the hallways ● Students are expected to maintain social distancing while eating (top bullet) ● Students will sanitize their seating area when finished eating ● Students will exit the cafeteria out the opposite door from the entrance (one way in, one way out) <p>LIBRARY PROTOCOL:</p> <ul style="list-style-type: none"> ● Students will sanitize hands upon entering ● Students will only sit at tables with chairs (no moving of chairs or furniture) ● Students will wear masks except when eating ● Only 2 students will sit at the booths and cafe tables ● Students may not sit at computers or on any other furniture ● Students will wipe down tables when finished
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In-Person Classroom/Onsite Instruction

Seating	<ul style="list-style-type: none"> ● Students will be spaced to 6 feet or maximum allowable distance when possible ● Classroom teachers will minimize and arrange furniture to optimize the ability to maintain spacing when possible ● Shared furniture will not be available for students (couches, bean bags, etc.) ● Classroom seating charts will be required to minimize cross contamination ● Chairs may be assigned to make sure students use the same chair each day ● For larger classes, overflow areas will be utilized, i.e, auditorium, upper gym, gym, green room, commons, auditorium commons, empty classrooms, computer labs, library, etc.
Materials	<ul style="list-style-type: none"> ● To the greatest extent possible, students will have individual classroom supplies ● Teachers are responsible for establishing disinfecting/sanitizing protocols for shared items. ● KCHS will go as paperless as possible. Any papers handed out will not be returned ● Syllabi and classroom contracts will be signed by student/families digitally in Canvas
Technology	<ul style="list-style-type: none"> ● When possible, technology will be assigned to students to limit the number of people using the device each day ● Technology will be properly sanitized daily ● Students will wash or sanitize hands before and after using technology
Personal Property	<ul style="list-style-type: none"> ● Personal items will be stored in lockers to ensure minimal contact ● Students may only bring materials/items deemed necessary for school use ● All personal property not essential for school use will need to stay home
Band/Choir	<ul style="list-style-type: none"> ● Band and Choir classes, where class enrollments are high, will be held in the auditorium or outdoors ● Auditorium seating is marked with red tape. Sanitizing of student seats will occur between class periods ● Masks will be worn when not singing or playing horn instruments

Physical Education	<ul style="list-style-type: none">● PE will be held outside as much as possible (weather permitting)● Students will be properly distanced 10-feet apart and will not wear masks during vigorous exercise● A rotation of small groups (cohorts) of students will be utilized when possible.● Cohorts will be based on students that are on the same team together● Cohorts will rotate from the locker room to the pool, and then back to the gym● An approved locker room mitigation plan will be implemented● Students will disinfect their equipment/areas with HDQ cleaner as modeled by the teacher of record
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Nursing Protocols

Sick Students	<ul style="list-style-type: none"> ● Any student who is suspected of being sick will be sent to Nurse Sam ● A student who does not feel well must wear a mask before being sent to Nurse Sam ● A pop-up isolation tent will be available for students exhibiting COVID-19 symptoms ● Students will be sent home if they are exhibiting COVID-19 symptoms ● Nurse Sam will determine if a student needs to go home ● 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 Sam's office ● Students deemed ill will wait to enter the nurse's office until given permission from the nurse to enter ● 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 a separate area to prevent cross-contamination. Nurse Sam will monitor and supervise students until a parent/guardian arrives to take the student home ● Students that are returning to school after being ill must check in with the nurse when entering the building.
Medically Fragile Staff and Students	<ul style="list-style-type: none"> ● Kenai Central will offer remote learning options to students who cannot attend school due to high-risk medical conditions. ● 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. ● At medium risk, nurse Sam will contact families of high-risk students to inform of the change in risk level.
In the event of COVID19 on campus	<ul style="list-style-type: none"> ● Nurse Sam will provide a direct report to Iris Wertz, KPBSD Nursing Supervisor, on the diagnosed case(s) and impose restrictions on close contacts.
Contact Tracing	<ul style="list-style-type: none"> ● Nurse Sam 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. ● 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.

Remote Learning by Choice

100% Remote Students	<ul style="list-style-type: none"> ● Remote students will be connected to an appropriate academic in-person classroom and be included in the corresponding Canvas classroom. ● Designated SSL (Student Success Liaison and/or counselor) to support online learning. ● Remote teacher will facilitate opportunities for remote students to develop a remote classroom community. ● Options for weekly collaborative opportunities for remote students to connect with in-person classmates via Zoom facilitated by the in-person teacher. ● Remote learning core content will be a parallel to the in-person learning ● Students will submit assignments to his/her teacher via Canvas and grades will be updated weekly.
Grades	<ul style="list-style-type: none"> ● Remote teachers will provide ongoing feedback to students on assignments and progress
Shifting between learning modes	<ul style="list-style-type: none"> ● Families must notify the office of their intention to switch between learning modes. ● Kenai Central administration, counselors and nursing staff will work with families to employ the best re-entry timeline. ● Families will complete a re-entry checklist prior to entering in-person learning. ● Families switching to remote learning will meet with the remote teacher prior to attending remote.

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

Canvas Classroom	<ul style="list-style-type: none"> • Students will have knowledge of accessing Canvas and other digital tools to ensure a smoother transition when navigating assignments and lessons from home.
Medically fragile students	<ul style="list-style-type: none"> • Nurse Sam will call parents of <i>medically fragile students</i> when it appears that we may be trending toward a high-risk level. • Nurse Sam will call students when the South Peninsula makes the shift between risk levels.
At-risk/Vulnerable Populations	<ul style="list-style-type: none"> • Intensive Needs students whose needs can only be met through face to face instruction will be allowed to access the building for in-person instruction when the community is at red (high-risk) level. • 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 • Teacher will call the families of <i>at-risk students</i> when the Central Peninsula makes the shift between the yellow and red risk levels. • In the future, students who are homeless or in transition with the recommendation of their IEP or Intervention team may also suggest face to face instruction.

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

Instruction and collaborative opportunities	<ul style="list-style-type: none"> ● Students will be expected to Zoom, Skype or Facetime into class sessions. These will be live and recorded. If a student cannot attend a live session, they will have access to a recording of the session. ● The teacher will communicate what part of the class times will be required for attendance ● All class materials, lectures, handouts, etc. will be posted on Canvas for access at home ● Students will have collaborative opportunities each week. ● Assignments will be outlined in the Week at a Glance. ● Assignments will be graded just like face to face instruction ● Teacher communication with students will be through email, Zoom and Canvas
Technology	<ul style="list-style-type: none"> ● Kenai Central will issue devices based on need through survey results and meeting district criteria.
Submitting Assignments	<ul style="list-style-type: none"> ● Students will submit assignments to his/her teacher via Canvas and/or email ● Kenai Central will work with families to coordinate material distribution when necessary
Feedback and grades	<ul style="list-style-type: none"> ● Teachers will provide ongoing feedback to students on assignments and progress. ● Traditional grades will be assigned to students and will be reported on report cards.
Returning materials	<ul style="list-style-type: none"> ● 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.

Bell Schedule

2020-2021 BELL SCHEDULE**Regular Schedule**

7:35	Warning Bell
7:40-8:29	1st Period
8:34-9:21	2nd Period
9:26-10:13	3rd Period
10:18-11:05	4th Period
11:10-11:57	5th Period
11:57 -12:32	LUNCH
12:37-1:24	6th Period
1:29-2:16	7th Period