

Redoubt Elementary Smart Start 2020



School Guidance

Health and Safety	
Parental Responsibilities	<ul style="list-style-type: none"> • Monitor your child(ren) for COVID-19 symptoms and conduct daily health checks prior to sending your child to school. • Follow KPBSD's Symptom Free Schools Protocol
Entering School	<ul style="list-style-type: none"> • Staff will use three entry points and sanitize before proceeding to their classroom. • Redoubt will identify two entry points for students - one for bussers and one for drop-offs. 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. • Students will wash hands with soap and water or sanitize their hands upon or before entry to the classroom.
Hand Sanitizing Stations	<ul style="list-style-type: none"> • Hand sanitizer dispensers will be placed near all main entry doors and other high-traffic areas. • Signage and direction guidance will be posted for students and visitors at entry. • The administrators and custodial staff will monitor hand-sanitizing stations and refill them, as needed.
Remind students and staff through signage and regular reminders of the utmost importance of hand hygiene and respiratory etiquette.	<p>For the first ten days of school, each classroom will implement respiratory etiquette and handwashing training every morning. Nurse Gracie will provide a template covering the basics. Following the ten days of training staff will continue covering etiquette once a week. Hand hygiene has been added to our PBIS Matrix.</p> <p>Redoubt staff will train ALL students on:</p> <ul style="list-style-type: none"> • PPE • Staying home if sick • Who you report to if you are feeling ill • Hand washing/cough etiquette and other prevention strategies • Social distancing expectations • Social distancing in lines

	<ul style="list-style-type: none"> • Transportation expectations • Personal property use
Hand Washing and Sanitizing	<ul style="list-style-type: none"> • Students will wash hands or sanitize hands each time they enter their classroom. • Students will wash hands with soap and water in the classroom before and after eating lunch and/or snack. • 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 with 60%+ alcohol. • Staff will wash hands or sanitize upon entry to a classroom or shared spaces in the building (i.e., offices, copy room, lounge, etc.). • Students will wash hands or sanitize before and after using a computer/laptop. • Students must wash their hands or use hand sanitizer before leaving the classroom at the end of the day.
Masks Requirements All Students Pre-K -6	<ul style="list-style-type: none"> • When in Red, ALL students are <u>required</u> to wear fabric face masks <u>at all times</u>. • When in Red, students in all grades will be required to wear a fabric face mask while on the bus and at recess. • Students who do not follow the mask requirements are subject to disciplinary action.
Physical Distancing	<ul style="list-style-type: none"> • Redoubt has developed a strict schedule to limit mixing between groups of students. • Space seating and desks six feet apart if possible, or to the maximum distance allowable.

Cleaning and Sanitizing

Increased frequent sanitation efforts and procedures	<ul style="list-style-type: none"> • Grade level teams will review shared equipment or materials in their grade level. • Grade level teams will develop a sanitizing or quarantining plan for items that will be shared when students having their own materials is not possible.
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, etc.) must be sanitized. Build this into your schedule regularly throughout the day • Empty classroom trash, tie bag, and place it in the hallway. Students cannot dump lunch in classroom garbage cans. Each classroom will get a separate trashcan for lunchtime. • Erase whiteboards • Empty pencil sharpeners

	<ul style="list-style-type: none"> • All tabletop surfaces, including students' desks, are cleared of all items each night • Floor needs to be cleared of all items such as pencils at the end of the day • Student coats, boots, backpacks, and student belongings that cannot fit in a student desk or cubby cannot remain in the classroom overnight.
Technology Sanitation	Computers, laptops, and Chromebooks will be disinfected after student use.
Water Fountains: Due to the communal nature of drinking fountains, the water fountains will be closed, including classroom fountains.	Water fountains will be closed with signage. Access to water will occur in individual classroom sinks or at the bottle fill station one student at a time. Individual teachers will create disinfecting protocols for the use of the classroom sink to refill water bottles or cups.
Building Cleaning and Disinfecting – Custodial Staff	<ul style="list-style-type: none"> • Bathrooms • Lunch Areas • Classrooms • Cleaning and wiping surfaces (e.g., door handles, computers, etc.) must be maintained between multiple student uses.
Symptom-Free Schools Protocol	<ul style="list-style-type: none"> • To reduce contamination risk of a school nursing office, a student who does not feel well must wear a fabric mask before being sent to the nurse office. Students will enter the nurse's office through the hallway door. • Fabric masks are included on the student school supply list. • Pop up isolation tent available for students exhibiting COVID-19 symptoms.

Volunteers

Volunteers and visitors will be limited to parents and guardians. Must have a completed background check approved.	<ul style="list-style-type: none"> • Volunteers and visitors must wear masks when in the building. • Visitors and volunteers will use hand sanitizer when entering the building and classrooms. • Volunteers may start <i>TBD when in Red</i> • Visitors will use the touch free sign in. • Visitors will stay in the area designated for their volunteer or visiting purpose.
--	---

Transportation

Transportation During Different Risk Levels	<ul style="list-style-type: none"> In “Medium” or “Yellow” risk, all out of attendance area students will need parent transportation. All students walking within 1.5 miles will now be picked up as normal. Bus transportation <i>will run</i> within the 1.5 miles of school. In low and medium risk levels, special education transportation will continue for students who qualify.
Arrival/Dismissal of Busses	<ul style="list-style-type: none"> School busses will be unloaded one at time upon arrival. Students will be dismissed on a staggered schedule.
Safety Precautions	<ul style="list-style-type: none"> Students will wash hands before leaving the school building to get on the bus. All students (K-6) will wear fabric masks on the bus. Students will sit one person to a seat or with a sibling.

Education for Staff & Students

Communication to communities about risk levels is frequent, timely and ongoing.	<ul style="list-style-type: none"> Redoubt staff will develop posters and lessons around the importance of wearing masks, focusing on respecting and/or caring for others by wearing a mask. The TV monitor will run a loop with important reminders, we will have posters displayed throughout the school, and morning announcements will be used to remind students and communicate information.
Staff Trainings	<ul style="list-style-type: none"> All staff will complete the KPBSD COVID-19 and mandatory trainings. This will include Smart Start Plan

Communication

Regular communications about risk levels and protocols	<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 to staff and families when shifts between risk areas occur, similar to weather closures or two-hour delays.
School Communication	<ul style="list-style-type: none"> Redoubt communication will be found on our school website, school Facebook page, and/or communicated through PowerSchool Messenger. Updated PowerSchool information is essential for communication.
Teacher Communication	<ul style="list-style-type: none"> Teachers will communicate with families using Class Dojo and/or with Google Classroom. Teachers will still be available for communication through phone calls and email.

Scheduling/Transitions - Social Distancing Plan

Hallways	<ul style="list-style-type: none"> All students will be required to wear masks in the hallway. Students will walk down the right side of the hallway following PBIS expectations.
Minimal number of student groups or classrooms when transitioning in hallways and in the cafeteria	<ul style="list-style-type: none"> All transition schedules will be staggered to decrease exposure to other classrooms and decrease the development of lines forming to enter an area.
PBIS Lesson on Social Distancing	<ul style="list-style-type: none"> Redoubt will design proactive lessons and practice activities to reinforce the importance of being safe.
Adjust schedules to reduce mixing of students (ex: stagger recess, entry and dismissal times)	<ul style="list-style-type: none"> Redoubt will have separate designated play areas (zones) available for individual classes on the playground. Students will eat lunch in their classrooms. Students will maintain social distancing expectations while eating. When in Red students are required to wear a cloth face mask while at recess.
Staff interacting with multiple cohorts	<ul style="list-style-type: none"> Staff members will be responsible for washing/sanitizing their hands between interactions with different classes or individual students.
Arrival	<ul style="list-style-type: none"> Redoubt will have two separate entry points one for bussers and one for parent drop-off. Scheduled times for each will be staggered to decrease the number of individuals entering at one time. (See map on following page.) <ul style="list-style-type: none"> Bus Drop Off (West wing of building) Parent Drop Off A-G 9:05 Parent Drop Off H-P 9:10 Parent Drop Off Q-Z 9:15 Entry points will be monitored by staff to ensure protocols are being followed. <u>Students will report directly to their classrooms</u> following established traffic patterns, maintaining social distancing. Parents of Kindergarten students or New-to-Redoubt Students may walk their child to the classroom on the first day of school. All returning students must be dropped off outside.
Dismissal	<ul style="list-style-type: none"> Redoubt has a staggered schedule for dismissal of busses, walkers, and pick-ups. <i>Parents will remain in their cars during pick up time.</i>

	<ul style="list-style-type: none"> Kinders will be dismissed at 3:05 before all other students. <p>Walkers 3:10 B&G Club 3:13 Sped Ed Bus Dismissal 3:15 Parent Pick Up A-G 3:15 Parent Pick Up H-P 3:20 Parent Pick Up Q-Z 3:25 Bus Riders To follow when PPU is clear</p> <ul style="list-style-type: none"> Parents will have number signs for car windows provided by the school. The school will develop a procedure for loading one bus at a time.
Sign-in/Sign Out Protocol	<ul style="list-style-type: none"> Hand sanitizer will be available if signing children in or out. Office staff will sign students in or out.

Classroom/Onsite Instruction

Seating	<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 available for students (couches, bean bags, etc.) Desks or table spots and chairs will be assigned to individual students. Chairs cannot be stacked at the end of the day to make sure students use the same chair each day. Students will be spaced to 6 feet or maximum allowable distance.
Materials	<ul style="list-style-type: none"> To the extent possible, students will have individual classroom supplies. Teachers are responsible for establishing disinfecting protocols for shared items. <ul style="list-style-type: none"> The teacher can only use shared items (i.e., staplers, tape dispenser, communal pencil sharpener). Students will have their own individual supplies labeled with the student name. Books and paper materials must be quarantined for 72 hours before being handled by other students or staff.
Technology	<ul style="list-style-type: none"> Computers/laptops be assigned to students to limit the number of people using the device each day. Computers/laptops will be sanitized after each use. Students will need to wash their hands before and after using a computer.
Personal Property	<ul style="list-style-type: none"> All classrooms will provide individual student storage space for personal items.

	<ul style="list-style-type: none"> Students may only bring materials that are deemed essential to safety and learning.
Classroom Transitions	<ul style="list-style-type: none"> Teachers will develop a plan for classroom transitions that maximizes space between students.
Recess and Playground	<ul style="list-style-type: none"> Redoubt has different playground zones; each zone will have specific equipment assigned to it. Only one class will be allowed to use a zone at a time. Redoubt will sanitize equipment after each use (jump ropes, etc.) Students cannot bring recess equipment from home. Classrooms will have a line order established.
Specials	<ul style="list-style-type: none"> Music and library classes will be conducted in the regular classrooms or outside to maintain the integrity and safety of individual classes. PE will be held outside, weather permitting, otherwise will take place in the gym or other location. Social distancing guidelines will be maintained during specials.
Field Trips	<ul style="list-style-type: none"> Field trips and after school activities will be cancelled until further notice.

Nursing Protocols

Sick Students	<ul style="list-style-type: none"> A student who feels ill or is exhibiting symptoms of COVID-19 will be sent to nurse's office wearing a cloth mask. Ill students will enter the nurse's office through the hallway door. Sick students will not travel through the main office to the nurse's office. Students displaying any symptoms will be sent home from school and not allowed to return until they are symptom-free (KPBSD Symptoms Free Schools Protocol). Students who are ill will be kept in a separate area to prevent cross-contamination. Nurse will monitor and supervise students until a parent/guardian arrives to take the student home.
Care for Medically Fragile Staff and Students	<ul style="list-style-type: none"> Redoubt will offer remote learning options to students who cannot attend school due to high-risk medical conditions. Medically fragile students will enter the nurse's office through the main office for routine care and they will be treated in an area separate from sick students. At medium risk, Nurse will contact families of high-risk students to inform of the change in risk level.
The school will notify the district nursing supervisor	<ul style="list-style-type: none"> Nurse will provide a direct report to Iris Wertz, KPBSD Nursing Supervisor, on the diagnosed case(s) and impose restrictions on close contacts.

when there have been diagnosed case(s) on campus.	
School will conduct contact tracing when there has been diagnosed case(s) on campus	<ul style="list-style-type: none"> • Bill Withrow and/or Nurse Gracie 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.

Remote Learning by Choice

Redoubt Elementary will provide live Zoom lessons, collaborative opportunities, independent work, and 1:1 sessions with the teacher.	<ul style="list-style-type: none"> • A minimum of 1-2 collaborative opportunities for students each week (Flipgrid, Google Hangouts, Zoom, etc.) • Independent assignments • A minimum of one 1:1 session with the teacher each week. • Students learning online will be the same as in-person
Students will complete and submit assignments digitally.	<ul style="list-style-type: none"> • Students will submit assignments to his/her teacher via Google Classroom.
Students will receive feedback and 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 and will be reported on report cards.
Remote instructors will collaborate with school staff.	<ul style="list-style-type: none"> • Redoubt remote instructors will use KPBSD's Super Standards for online classroom instruction. • Instructors will collaborate with grade level teachers at Redoubt to ensure students online are receiving similar grade level instruction to their peers in the physical classroom.
Redoubt will provide PE, music, and art classes/activities.	<ul style="list-style-type: none"> • Specialists will provide a menu of choices for specials instruction.
Develop re-entry plan for families choosing to switch from remote	<ul style="list-style-type: none"> • Re-entry to the school building is offered every two weeks on the following dates: 9/8/20, 9/21/20, 10/5/20, 10/19/20, 11/2/20, 11/16/20, and 11/30/20. Dates for second semester will be communicated later, if necessary.

learning to in-person learning.	<ul style="list-style-type: none"> Families must notify the office of the plan to return to in-person learning by the Wednesday before the upcoming re-entry date. (i.e., if a student is returning on 10/19/20, the office must be notified by 3:00 p.m. 10/14/20).
---------------------------------	---

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

Schools will develop a protocol for the pickup or drop off of materials.	<ul style="list-style-type: none"> Redoubt will use the same schedule used in Spring 2020 for families to pick up student materials. (Please see schedule on the following page.) The schedule will be communicated to parents and families when necessary.
Students will be trained on how to access Google Classroom	<ul style="list-style-type: none"> Teachers will teach students how to access Google Classroom so that they are comfortable and competent in navigating assignments and lessons from home.
School will communicate with the family of medically fragile students.	<ul style="list-style-type: none"> Nurse will call parents of medically fragile students when it appears that we may be trending toward a high-risk level. Nurse will call students when the Central Peninsula makes the shift between risk levels.
At-risk students have the option to attend in-person learning when the community is at the red (high-risk) level.	<ul style="list-style-type: none"> Teachers will communicate with parents/guardians of at-risk students when it appears that we may be trending toward a high-risk level. Teacher will call the families of at-risk students when the Central Peninsula makes the shift between the yellow and red risk levels.

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

Redoubt will provide live Zoom lessons, collaborative opportunities, independent work, and 1:1 sessions with the teacher.	<ul style="list-style-type: none"> Redoubt teachers will collaborate to ensure that Zoom session times across grade levels do not overlap (i.e., Fifth Grade Teacher 1 will not schedule a Zoom session at the same time as Second Grade Teacher 2.). This will assist families in planning. A minimum of 4 live Zoom sessions each week. A minimum of 1-2 collaborative opportunities for students each week (Flipgrid, Google Hangouts, Zoom, etc.) Independent assignments each week.
---	--

<p>Students will complete and submit assignments digitally or return work following drop off protocols.</p>	<ul style="list-style-type: none"> • Students will submit assignments to his/her teacher via Google Classroom or return assignments to the school in the designated drop off spot.
<p>Students will receive feedback and grades.</p>	<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 and will be reported on report cards.
<p>Families will return materials to school when in-person classes resume</p>	<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 for in-person learning.