

Parent Guide

2020-2021 School Year

KSDA and PSAA are prepared to do what it takes to make in-person learning a reality, however we can't do it alone. In-person learning is dependent on the partnership between parents, students, faculty and staff. We ask that in conjunction with the guidelines listed below, that we all do our best to minimize unnecessary contact outside of school so we can continue to learn together. This year we ask for your patience as we adjust to the new requirements. We look forward to connecting with our students in-person and can't wait to get back to learning.

1. Student Health Assessment

- a. What you as the parent can do:
 - i. Keep sick students at home.
 - ii. After the school day, have your child remove their face coverings once in the car and place them in a bin or plastic bag until they can be properly washed/sanitized.
 - iii. Use hand sanitizer before and after removing the face covering.
 - iv. Use a washable backpack and lunch container and make sure to wash/sanitize them both once you are home.
 - v. Leave any shoes worn at school outside the home.
 - vi. Change clothes upon arriving at home and wash hands afterwards.

2. Morning Care (7:30 a.m.) and Extended Care (Monday-Thursday 3:30-6:00 p.m.; Friday 2:00-4:00 p.m.)

- a. In an effort to maintain this valuable program for working parents, **we are requiring reservations for this service**. Due to social distancing we have 12 family spots that are available, student siblings will count as one family spot. To reserve a spot for your student(s) for the school year or to schedule set days, please contact the front office at 425-822-7554. **We cannot accept unreserved drop-ins this school year.**
- b. Please be considerate of our Extended Care staff by picking up your student at or before 6:00 p.m. on Monday-Thursday and on or before 4:00 p.m. on Friday. We will be charging a late fee of \$20 per 15 minute period after the scheduled ending time.

3. Morning Drop-off (8:00 a.m.)

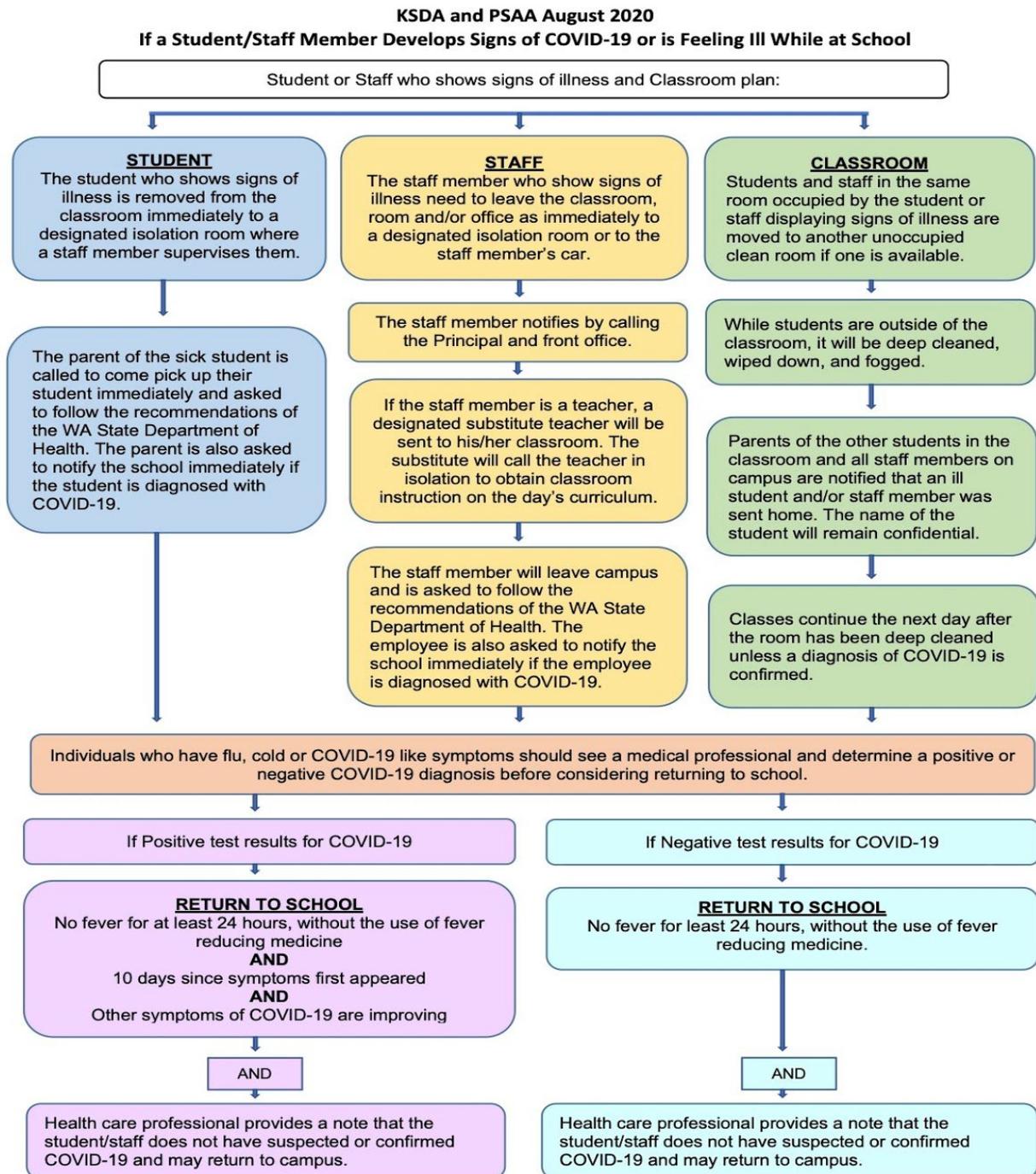
- a. All students must wear an appropriate face covering. Cloth face masks are the most efficient way to reduce contamination spread. Face shields may also be used when appropriate according to state guidelines, reasons include: disability, respiratory conditions/trouble breathing, deaf or hard of hearing (use of mouth movements as communication), medical, legal and behavioral health.
- b. Vehicles should park by the concrete slab in front of buildings A and B. If these parking spots are full, please park in the slots by the field or playground and accompany your student(s) from your vehicle to the concrete slab for their safety. Please remember to drive safely and be on the lookout for small children in our parking lot.
- c. To ensure safety during classroom entry, Buildings A and B will have socially distanced marks on the concrete to indicate where students will stand while waiting to have their temperature checked. If the lines are long, we encourage students to stay with their parents in their cars until lines have shortened.
- d. All students will have their temperature taken for Morning Care and classroom entry.
 - i. **Please do not leave until your student(s) has/have received a normal temp check.**
 - ii. Parents will be required to keep their student(s) at home with a temperature of 100.4 F and higher.
- e. Due to heightened health concerns, we request that as much as possible, parents remain in their vehicles during drop-off and pick-up.
- f. All tardy students must check in with the front office. Students will have their temperature checked and will be escorted to their classroom by a staff member.

4. After School Pick-up (Monday-Thursday, 3:15-3:30 p.m.; Friday 1:45-2:00 p.m.)

- a. To provide better traffic flow we will be forming two lines of vehicles in the parking lot of Buildings A and B. We ask that you remain in your vehicle as a staff member radios your student's classroom.
- b. All K-4 students will be escorted to the vehicles by faculty and staff members.

- c. Parent access in the classroom when students are present will be limited, we ask that parents not attempt to pick up students at the classroom as was common during previous years.
 - d. Teachers are available for scheduled appointments when needed to continue our valued partnership with parents.
 - e. Timeliness is more important than ever. We understand that certain circumstances are out of your control, but we ask that you create a contingency plan to ensure that your student has a timely pick-up each day.
5. Extracurricular Activities
- a. All non-vital extracurricular activities have been postponed.
 - b. KSDA Yearbook will be our only after school club at this time.

6. Flow Chart



7. Distance Learning - This optional program is designed to teach students in person and at home concurrently to achieve curricular consistency. Distance

learners will have the same class schedule as students at school and will be required to log into our Google Classroom platform (this includes Google Meet that will be used for teleconferencing).

- a. We ask that our students be ready to learn and follow these expectations for distance learning:
 - i. Be on time for attendance that will be taken at the start of each class. If a student is ill and unable to attend class virtually, please notify the front office at 425-822-7554 or email lsing@ksdaschool.org.
 - ii. During instructional time, students will be required to have a live video of their face on Google Meet. This allows teachers to monitor all students that are distance and in-person.
 - iii. Appropriate attire and personal grooming are expected. School uniforms will not be required, but are suggested.
 - iv. No eating during a teacher's presentation.
 - v. Students should be on time, have materials ready and stay seated unless otherwise directed by the classroom teacher.
 - vi. Attention seeking behaviors will not be allowed. For example, changing the screen name and/or backgrounds, and the use of emojis. These are distracting to the teacher and other virtual students.
 - vii. Students need to be seated at a desk or table while teleconferencing.
 - viii. As much as possible, digital submissions to Google Classroom for homework is desired. Further direction and arrangements will be given by the classroom teacher. If there is a document scanner available in the home, this will be the highest quality option. Phone apps such as Office Lens and Genius Scan will produce decent quality scans.
 - ix. Please assist your student until they gain high proficiency with the digital platform.

- b. KSDA and PSAA students will be issued a school email to be **used for school purposes only**. This email allows students to gain **secure access to Google Classroom and Google Meet**. Email accounts will be deleted each summer for non-returning students. The remaining email accounts

will be suspended over the summer for all returning students. Parents of younger students are encouraged to monitor their child's email account.

- c. Textbooks and other materials will be available for pickup on Thursday, September 3 for KSDA and Wednesday, September 9 for PSAA.
 - d. Students are accountable for effort and completion of work.
8. Music Classes- We recognize the importance of music education for the development of each of our students. Not only is music important in brain development and function, it is also an important part of the emotional development and an outlet for students.

We believe that by following the guidelines prepared by the National Federation of State High School Association and the National Association of Music Education that we can safely and effectively provide a modified plan for music education. These recommendations are based on a study done by the University of Colorado and the University of Maryland titled: "Performing Arts Aerosol Study."

Here is what we have learned: mask everything, keep distancing, use proper hygiene, reduce actual playing/singing time, keep the air moving/filtered and that materials matter. With these things in mind we have designed our music classes in these ways:

- a. Mask Everything: We have purchased bell covers for brass and woodwind instruments, excluding flutes. Flute players will use a "flute shield." We have also purchased "blowhole" masks. These masks provide coverage while playing. These items are required.
- b. Proper Distancing: Most of the bands have been moved to the gym so that we have enough space for distancing. Players will be spaced according to the guidelines given in the study of either 6, 9 or 12 feet, depending on the instrument.
- c. Proper Hygiene: Students will wash/sanitize hands upon entry and exit to the classroom. Instrument care and cleaning will be taught, practiced and implemented. Each player will sanitize their own equipment, mouthpiece and instrument. A "puppy pad" will be used by brass players for each rehearsal to collect "water" from the condensation that gathers in the instrument. Proper disposal practices will be followed. In addition

students will have two music folders: one for home use and one for school use.

- d. Proper Airflow: We will use air movers (27,000 cubic feet per minute) to recycle the air in the gymnasium before each class period.
- e. Proper Timing: The actual playing/singing time will be reduced to 30 minutes.
- f. Class Size (Choir Only): We will offer a small vocal ensemble of 8-12 voices for the high school students. All of these guidelines will be followed as well. In addition, a disposable surgical-style mask is required.

KEEPING MUSIC ED SAFE AT SCHOOL

MASK Everything!

DISTANCE 6 FEET with Mask

HYGIENE
Proper
Instruments
Spaces
People

TIMING
INDOORS

- Playing Instruments, Singing, Acting, or Dancing (*Masks required*)
- 30 minutes with 6 ft spacing
- Minimum one air change between class

MATERIALS MATTER
2 LAYERS or more of DENSE FABRIC for instruments
WELL-FITTING MASKS for students

AIRFLOW / FILTRATION
Good ventilation and air change rate for the space.

SHARKS
PUGET SOUND ADVENTIST ACADEMY

It is important to note that this study and the results are ongoing and fluid. We will follow the guidelines recommended at any given time.

- 9. KSDA Athletics: Sadly, fall sports have been cancelled. We will provide updates when they are available.

PSAA Athletics: We follow the guidelines for practices and games as provided by the state of Washington and the Washington Interscholastic Activities Association (WIAA). In an effort to salvage the fall season, the WIAA has moved soccer and volleyball to the spring. Updates and announcements will be ongoing throughout the school year. If you have questions, please contact our Athletic Director, Andrew Nye, at anye@psaa.org.

10. Lunch: Until health conditions improve, we will not be able to offer a hot lunch program. Unfortunately, microwaves will not be an option in the classrooms. Students are asked to bring a cold sack lunch (thermos use is allowed). Students will eat lunch with their cohort in their classroom. High school students will be assigned a classroom according to their grade. Students will be instructed to wash their hands before and after lunch; they are allowed to be mask-free while eating. Students will maintain proper distancing during lunch.
11. Recess: Students will take recess breaks in cohorts. When two classes are at recess at the same time, they will remain in cohorts and play in their own zones (we have created playable zones to distance cohorts). Outdoor recess provides opportunity for students to have a mask break in zones that maintain social distance of at least six feet. This will be highly regulated for student and staff safety.
12. Transportation: The only scheduled transportation will be our Everett van. In following state recommendations, students will have their temperatures checked and will be socially distanced as much as possible in assigned seats. Students and staff will be required to wear face coverings. The van will be deep-cleaned daily.
13. Health and Safety: Our school has taken a number of steps to create a safe environment for your student. The following are safety changes for the 2020-2021 school year:
To ensure student safety, we have:
 - a. Placed informational and procedural signage throughout the school.
 - b. Installed touchless hand sanitizer stations located at each building entrance.
 - c. Scheduled the installation's of true HEPA filtrations systems (which will filter the air every 30 minutes).

- d. Equipped the gymnasium with high volume air movers (that meet suggested guidelines).
- e. Placed plastic safety barriers to safely distance students six feet apart.
- f. Replaced upholstered chairs with plastic chairs and items such as stuffed animals and pillows have been stored away.
- g. Purchased new desks to provide social distancing of six feet.
- h. Purchased vector foggers, and classrooms will be deep cleaned daily with HOCL as a safe, non-toxic, food grade disinfectant.

In addition to also ensure student safety, we will have:

- a. Classroom surfaces and high traffic areas will be cleaned throughout the day.
- b. Restrooms sanitized multiple times throughout the day.
- c. Distancing guidelines for students during transitions, lines and lockers.
- d. Drinking fountains disabled and replaced with touch-less filtered water filling stations. (Students are encouraged to bring a clean water bottle each day).
- e. Require hand-washing throughout the day.
- f. Face coverings required in the classroom and outside when social distancing is not obtainable. Face covering breaks will be allowed under supervised conditions when students are outside.
- g. KSDA and PSAA implement state, county and professional organization safety guidelines and recommendations.