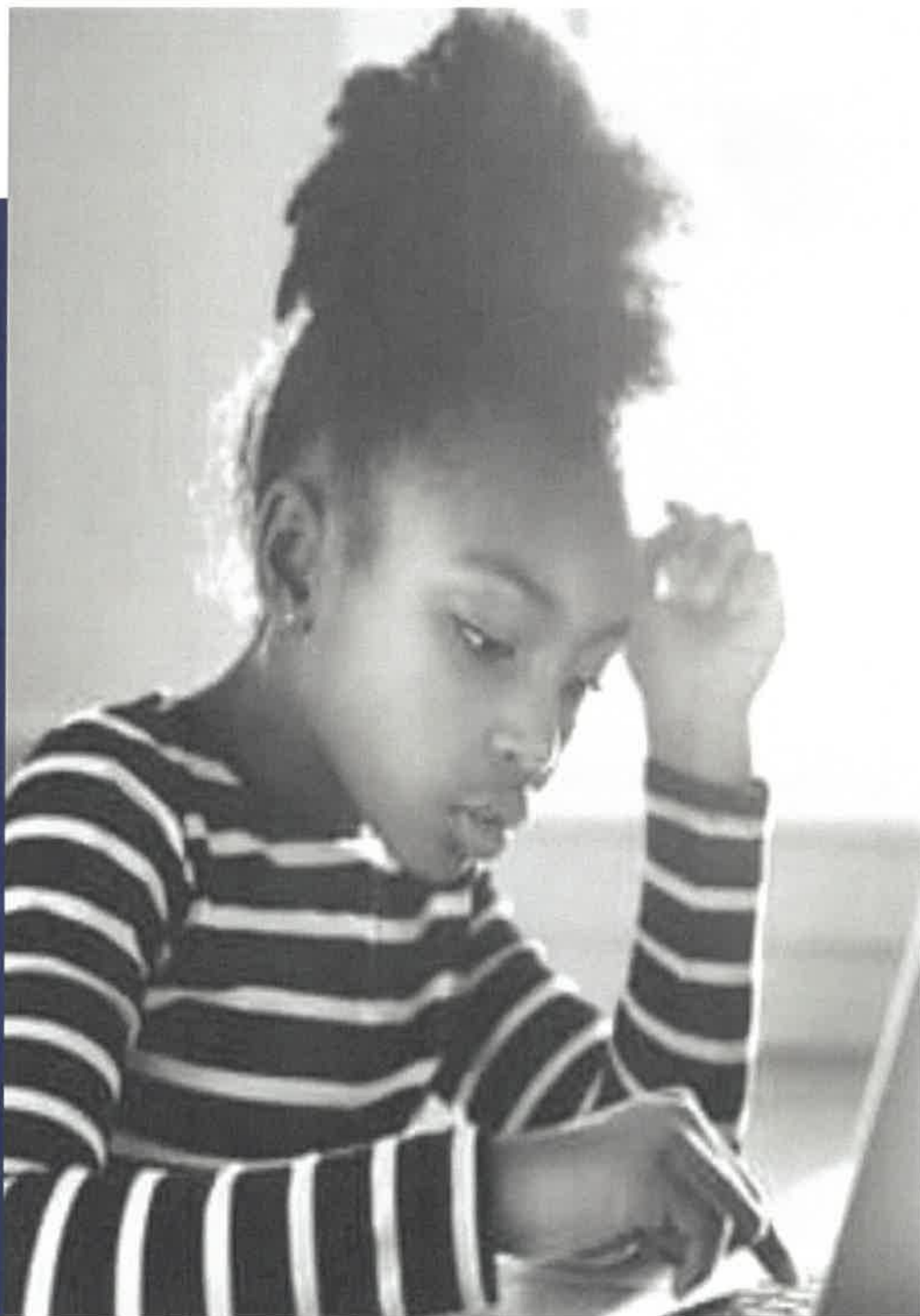




REMOTE LEARNING



PARENT/STUDENT GUIDE

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Dear Students and Parents:

Welcome to the 2020-2021 school year! You have been in our thoughts and prayers. We hope that you have been able to remain healthy and safe over the past few months. We are looking forward to the day our whole team and family is reunited! Our theme this year is:

“Better Together: Lion STRONG.”

S-Self-Control
T-Trustworthy
R-Resilient
O-On Time/On Task
N-Noble
G-Godly

In addition, our focus Bible verse this year is: ***“Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.”*** (Joshua 1:9)

These are unprecedented times that we are living in, but through all of this, we must remain STRONG and courageous. I hope you have been able to see the opportunities that are present in this sea of change.

Virtual learning at the beginning of the emergency school closure in spring 2019 taught us the critical value of technology and families' access to it. We had to move student instruction to remote learning rather quickly. I believe in the power and value of a KACS education and will not let this global crisis deny opportunities for our scholars to have access to an equitable education. We are proud to say that your child will have access not only to a Chromebook and textbooks, but also to the SAME quality lessons and instruction as would if they were in the school building – **NO EXCUSES.**

The social unrest related to racial intolerance and bigotry reminded us of the value of leadership. Driven by these realities, King's Academy will be intensifying our focus on developing our scholars as critical thinkers, community leaders, and self-directed learners. We will continue to teach scholars the importance of self-respect, tolerance and being a change agent.

We will accomplish all of this while creating a healthy and safe environment for all. This guide was written to provide support for students and parents during remote learning. In addition, to explain the school's COVID-19 safety measures for face-to face instruction. **The school will open virtually on September 1st through October 30th, 2020.** In October, given community spread is under control, we will host Open Parent Meetings to weigh phase II of our reopening plan.

We are an accredited private choice school that is held to high expectations by the Department of Public Instruction (DPI) and Wisconsin Religious and Independent Schools Accreditation (WRISA). Most of all, we hold ourselves to be committed to our parents and students of King's Academy. We are dedicated to maintaining your trust and respect.

We thank you for choosing King's Academy Christian School to educate your child and to prepare him or her to live Christian lives and become productive citizens.

Your partner in education,

LaChrisa Gillespie
Principal

K4 – 8 Virtual Learning: What to Expect

As we transition to a virtual learning environment for the fall, we want all of our scholars to be successful. During this transition, there are likely many questions about how virtual learning will go, and we would like to provide an idea of what to expect.

Lessons: Daily lessons for all grade levels/content areas/specials will be posted in Google Classroom each morning by 8:30 am. Lessons will be shared in a daily learning guide. The daily learning guide will provide:

- ☐ An explanation about the daily learning for each content area as well as any additional resources. Each lesson will be clearly explained.
- ☐ Video lessons may be recorded and posted in Google Classroom and/or linked into the daily learning guide.
- ☐ An estimated time frame for completing the lesson and learning activities will be noted. We have taken into account that seven (7) hours' worth of school cannot be recreated at home. As such, the time frames that students spend on each subject have been adjusted to be manageable. (see daily schedule)
- ☐ All due dates will be clearly communicated. Since student work time will be shorter than that of a traditional school day, work assigned should be due three (3) days after assignment is issued. Any long-term assignments will be communicated.
- ☐ An office hours schedule in which teachers will be available for questions and/or support will be noted at the top of the daily learning guide.
- ☐ Optional ideas for additional learning or fun around the home! All optional tasks will be marked as such.

Communications: There are many ways to get in contact with your child's teachers!

- ☐ Email is the best way to communicate with teachers outside of their scheduled office hours. As always, they will be sure to respond within 24 hours
- ☐ Office hours will be 2:30-3:30 pm. During office hours, teachers will be available to answer questions and/or provide immediate support via Google Meet. Other meeting times can be arranged with the teacher to accommodate different family needs and schedules.

Attendance: Daily attendance is required. Attendance will be taken and tracked. Teachers will monitor student engagement through daily learning and assigned tasks. In the case of an illness or other excused absence, the school office need to be notified.

Google Classroom: All instruction, content, expectations, and resources will be shared via Google Classroom by 8:30 am each day.

Google Meet: Google Meet will be used for teachers to give real-time instruction daily.

Technology: If you encounter technology problems, please contact our helpdesk at Alexandria.Essien@kacsmilw.org and we will problem-solve. We are committed to ensuring each student is properly equipped with the necessary tools needed for success.

Etiquette: While we will be engaging in a virtual learning environment, it is important that everyone follows the same expectations that would be followed within the school building. Appropriate dress and language, as well as being respectful, responsible, on time and on task still applies

Different, Yet the Same: While we are physically distanced, socially, we are not. As always, we are here to support our students and families! Please let us know of any questions or concerns. Additionally, we would also love to hear about your successes! Our entire team is available to assist and support during this time. We miss you all, and greatly look forward to reconnecting!

Food Service: Milwaukee Public Schools (MPS) will operate a Food Service Program offering a totally free breakfast and lunch from 8:00 A.M. - 2:00 P.M. from Monday through Friday (except holidays) to all children 18 years and under who can consume a meal. King's Academy students can go to these sites because MPS is our school's meal vendor. All meals must be consumed off-premises. Meals will be served at different school sites. A full listing of sites will be provided soon.

Grading: Students will receive a grade for work completed online. This graded work will be assigned, completed and tracked using Google classroom. Typically, students will be completing one lesson of ELA and Math daily. In addition, they will have two Science and 2 Social Studies assignments each week. In Middle School, students will have four Science and Social Studies lessons per week. Students will receive progress reports and report cards as they would in a normal school year. Students and parents will be able to follow grades in PowerSchool.

Assessments: Students will complete regular STAR assessment for math and reading three times a year to monitor their progress. K4-2nd grade will also take the STAR Early Literacy Screener.

Student Code of Conduct: King's Academy virtual classrooms are a professional learning space. Instructional time is precious so all scholars will be held to a high standard for learning and community. Students who disrupt the learning environment may need to have a parent meeting in order to be reinstated into the virtual classroom.

Students' Social and Emotional Needs: King's Academy understands that the demands of virtual learning and staying at home can increase an individual's feelings of anxiety and depression. These times have also created economic hardships for many. If you or a family member are struggling emotionally or are struggling to meet your basic needs, please let us know so that we can help connect you with resources.

KACS Remote Learning Platforms

Google Classroom:

Google Classroom is an online platform where teachers can send your child work when away from school. Grades K4-8 will use this platform at King's Academy for Remote Learning.

Accessing Google Classroom:

Students can access Google Classroom using the mobile apps, via the web by visiting <https://classroom.google.com>. Children then log on using their KACS email and password.

Once students have logged in, they will see the class overview page. From here they can see all of the classes they are registered with and a summary of any work due. Clicking on a class will open that Classroom.

Accessing Assignments and Resources:

Once you are in Google Classroom, students can see the assignments posted on either the STREAM page or the CLASSWORK page. The details of an assignment will be shown by clicking on the heading. Children can then read the instructions and see any files attached to the assignment.

Submitting Work to Google Classroom:

The simplest way to complete the work is to open the attachment and complete your homework in this document. When you are finished, click on the MARK AS DONE button.

Google Meet:

With Google Meet, teachers and students can join high quality real-time video meetings. Teachers will have the ability to share their desktop, videos or presentations with students.

PowerSchool:

PowerSchool is a software data system currently used by King's Academy. This system will be the primary vehicle used by the SCHOOL to communicate with parents.

MobyMax:

MobyMax is a personalized learning platform unique to every student learner. MobyMax has an adaptive curriculum which creates an individualized education plan for each student.

Khan Academy:

Khan Academy is an online learning platform with a library of trusted, standards-aligned practice and lessons which covers math, grammar, science, history and much more.

Remind App:

Remind is a communication platform that helps every student succeed. Whether it is in the classroom, at home, or anywhere in between, Remind makes it easy to stay connected to the school community, send real-time messages to any device, message a class, a person, or just a small group. TEACHERS will primarily use the Remind App to communicate messages to parents.

Daily School Schedule

K4	
8:00 – 8:30 am	Morning Meeting/Bible
8:30 – 9:30 am	Literacy Block
9:30 – 10:30 am	Movement Activity/ Small Groups
10:30 – 11:30 am	Math Block
11:30 – 12:30 pm	Lunch and Healthy Activity Break
12:30 – 1:30 pm	Nap/Quiet Time
1:30 – 2:00 pm	Exploration/Play
2:00 – 2:30 pm	Independent assigned work/MobyMax
2:30 – 3:30 pm	Office Hours

K5-3rd Grade	
8:00 – 8:30 am	Wellness Check/Attendance/Bible
8:30 – 9:55 am	Reading: Teacher Direct Instruction via Google Meet
9:55 – 10:10 am	Brain Break
10:10 – 11:25 am	Math: Teacher Direct Instruction via Google Meet
11:30 – 12:30 pm	Lunch and Healthy Activity Break
12:35 – 1:20 pm	SS/Science Teacher Direct Instruction Writing
1:20 – 1:50 pm	Social Emotional Learning (SEL) Activity
1:50 – 2:30 pm	Small Intervention Groups Independent assigned work/MobyMax
2:30 – 3:30 pm	Office Hours

Daily School Schedule

4th- 5th Grade	
8:00 – 8:30 am	Wellness Check/Attendance/Bible (Homeroom Teacher)
8:30 – 9:50 am	4 th -Math (Mrs. Becker) 5 th -Reading (Mr. Welch)
9:50 – 10:00 am	Brain Break
10:05 – 11:30 am	5 th -Math (Mrs. Becker) 4 th -Reading (Mr. Welch)
11:30 – 12:30 pm	Lunch and Healthy Activity Break
12:35 – 1:20 pm	Social Studies/Science (HT)
1:20 – 1:50 pm	Social Emotional Learning (SEL) Activity (HT)
1:50 – 2:30 pm	Small Intervention Groups Independent assigned work/MobyMax
2:30 – 3:30 pm	Office Hours

6th- 8th Grade	
8:00 – 8:30 am	Wellness Check/Attendance/Bible (Homeroom Teacher)
8:30 – 9:20 am	Math- 6 th grade Social Studies- 7 th grade Science- 8 th grade
9:25 – 10:15 am	Math- 8 th grade Social Studies- 6 th grade Science- 7 th grade
10:20 – 11:15 am	Math- 7 th grade Social Studies- 8 th grade Science- 6 th grade
11:30 – 12:30 pm	Lunch and Healthy Activity Break
12:35 – 1:20 pm	Reading: Teacher Direct Instruction (HT)
1:20 – 1:50 pm	Social Emotional Learning (SEL) Activity (HT)
1:50 – 2:30 pm	Small Intervention Groups Moby Max/Khan Academy
2:30 – 3:30 pm	Office Hours

Navigating the Remote Learning Process

(Parents)

This is a new experience for all of us but we must prepare to transition from the physical classroom to the virtual one. We recognize that this has caused a burden on many families, however we would like to offer this guide to assist in preparing your child to be successful with online learning at home. No one expects perfection - you are not replicating school; you are helping your child to continue to learn and grow during a difficult situation.

1. Create a learning space for your child

It is critical to provide your child with an environment that is conducive for learning. It is important to set up a quiet, clutter-free area where your child can focus and have room to work. The work area should be equipped with all the essential items the student will need to do their schoolwork (i.e.-paper, pencils, computer, etc.) We recommend that your child refrain from using the bed/bedroom as a work area. Being in a different setting will enable them to focus their mind for learning.

2. Follow the Daily Routine Schedule

Just as your scholar would have a set routine if they were still in a regular educational setting, it is helpful to the learning process if they maintain a set routine while learning remotely. This provides consistency and supports your child's learning needs. With no set schedule, children may feel it is okay to sleep late, take breaks at their convenience, etc. Having designated times provides needed structure for learning. Each family is different and you can adjust your students' schedule to fit your circumstances at home (work schedules, sleeping schedules, etc.)

3. Maintain communication with your child's teacher

Remote/online learning at home requires family support. To support your child, establish a direct line of communication with your child's teacher(s). Use email, text, phone calls or video conferencing to connect. If you are concerned about your child or have a question, it is imperative that you communicate with the teacher. Also, if you are contacted by the teacher or school, please try to respond within 24 hours. Keeping the lines of communication open is necessary for the success of our students.

4. Reduce distractions as much as possible

Video games, computer games, social media, TV, toys, pets, siblings can distract your child from fully focusing on learning. If social media or games are a big distraction for your child, consider placing parental blocks on your child's device during school hours. Be sure that during school hours/instructional times, there are no other electronic devices in use (i.e.-cell phones, television, radio, etc.)

5. *Make sure all work assignments are completed*

Be involved in your child's success by knowing the classroom assignments given by the teacher. Review what your child learned each day and get a list of all assignments from the teacher. Know when assignments are due and encourage your child to set a designated time to complete homework. Be sure that all assignments are completed daily.

6. *Teach your child to cope with frustration and to extend grace*

For King's Academy, the transition to remote learning during the COVID-19 crisis is our first attempt at e-learning. Snags and kinks will inevitably leave both the faculty and students frustrated and anxious. We all must remember that we are working through this process together and we have to be patient. If your child is having technical issues, they have to be diligent. Direct them to problem-solve for themselves. If this does not work, they may contact the technology liaison.

Stress the importance of being kind and patient with other students and teachers. The learning atmosphere must remain positive, respectful and encouraging.

7. *Be sure your child is getting the proper amount of sleep and exercise*

Having enough sleep is vital to critical thinking. Students who are sleep deprived will not be able to focus or concentrate. It is already a task to get students to focus while working remotely. It is even more difficult if they are sleepy. Having a set bedtime will allow the child to get an adequate amount of sleep so their mind is rested and rejuvenated for learning. It is also necessary for children to continue to keep active. Regular physical activity stimulates the brain. This will help your child to focus and helps them think better. When we move, our problem-solving, memory and attention improve. Physical activity is a natural way to reduce stress and prevent anxiety.

8. *Ask for Help*

If you find that your child is struggling through the remote learning process, please ask for help. Contact the teacher or administration to inform them of the situation. The teacher will not know that your child is having difficulty if you do not communicate. This process will be challenging, but we are in this together

Navigating the Remote Learning Process (Students)

Treat remote learning the same as the classroom learning setting

Despite being at home, it's important to remember the same rules apply as being in the classroom, particular

Use classroom language

When communicating, whether in class, online or in emails, don't use shorthand text speech. Write as though you were speaking in class.

Take regular screen breaks

Having prolonged periods of screen time isn't always healthy. With permission from your teacher, take screen breaks to stretch and step away from the monitor for a moment.

Always conduct remote learning in an open space at home

To get the best experience, it's important to create the right environment. Try to set up a 'mock' classroom setting where parents can supervise if necessary.

Only communicate through approved school portals

It is important that you send messages, and any pictures needed for class through approved school portals. This will help to keep your information safe.

Be respectful of teacher guidelines and rules during remote learning

Always maintain classroom behavior and remember this is a learning environment, not a social setting.

Dress in School Uniform

Maintaining school attire will help to replicate the learning environment in the home. Avoid wearing clothing that is too casual as it could be deemed inappropriate.

Don't share passwords or other sensitive information

Keep your personal details private! Always keep your passwords and other sensitive material safe and secure. Do not share this information with others.

Don't use school platforms to discuss personal matters

Keep your school platforms and your social separate. Don't engage in casual discussions or send images/videos via official school platforms not associated with your learning.

Look after your mental health and wellbeing

If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or teacher. Keeping in touch with your friends will help to lift your spirits.



GOOGLE MEET EXPECTATIONS



BE ON TIME

Wake up early
Log on a few minutes before class



BE IN A QUIET PLACE

Find a quiet place
Check your surroundings



BE PREPARED

Computer is charged
Camera is on
Use headphones if you have them



PRESENTATION

Wear appropriate clothing
Sit up straight
Be in Camera view



MUTE YOURSELF

Mute yourself when your teacher or another student is talking



PARTICIPATION

Be focused
Be attentive
Be an active participant



CHAT RESPONSIBLY

Raise your hand to speak
Type your question in the chat box



COMMUNICATION

Speak clearly
Look up when speaking
Stay on topic
(no side conversation)



BE RESPECTFUL

R-E-S-P-E-C-T
Be kind
Be considerate



King's Academy Safety Measures

What is Coronavirus-19 and how is it spread?

According to the Center for Disease Control, “there are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.”

The Center for Disease Control has made specific recommendations to prevent contracting the virus. On the following pages, King’s Academy has aligned our safety procedures to these recommendations in order to support individuals’ efforts to remain healthy.

While it is our goal to prepare and plan as best as we possibly can, all plans are subject to change based on government, CDC, and the Health Department recommendations. Please make note that situation may arise where adjustments must be made quickly. Communication is key and families are asked to regularly monitor texts and emails for school communication.

Please note that the following school safety matters are subject to change with the need to revise according to the latest COVID-19 conditions and regulations.

Containment/Cohorts

KACS Plan

- Class assignments will be clustered into cohorts
- Students will report directly to classrooms when they arrive at school
- To limit exposure to other students and staff, cohorts will stay together throughout the day, including for breakfast, lunch and recess and dismissal
- Cohort sizes will be reduced to meet CDC distancing protocol. (10-12 students)

Drinking Fountains/Bubblers

KACS Plan

- Drinking fountains should not be used at this time. Students are encouraged to bring their own water bottles labeled with their name from home, or the school will provide cups that are disposable or labeled with student's names.

Events/Field Trips

KACS Plan

- Field trips, events and large gatherings canceled at least through January 1, 2021
- Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences
- School-wide assemblies will not be held with students assembled in the same physical location. As an alternative, KACS schools will hold school-wide assemblies virtually, with student groups remaining in their classrooms.
- Large-scale school events such as "Open House" may be held virtually or reconfigured in order to maintain social distancing. Small-scale activities like parent-teacher conferences may take place over the phone or through Zoom. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with social distancing protocol.

Face Coverings

KACS Plan

- Students will be required to wear cloth face coverings when inside the building

- KACS will provide 2 cloth masks for students and staff. Students and staff will be responsible for keeping mask washed and coming to school with it each day
- Students will not be required to wear cloth face coverings during physical activities when social distancing is maintainable, though they may voluntarily wear face coverings at any time
- Employees will be required to wear cloth face coverings when in the school building
- Additionally, any individual who intentionally coughs, sneezes, breathes on another person, whether in jest or with malicious intent will be banned immediately from King's Academy campus and may face additional consequences including expulsion (student) or termination (employee)

Positive COVID-19 Case

KACS Plan

- Send notice via EMAIL and Bright Arrow to all current email addresses and phone numbers of parents to inform them of the positive test result
- Add positive test results to the student's cumulative folder while honoring Federally Education Right To Privacy ACT. No student who has received a positive test result will have their name shared publicly. Only the principal and the Dean of Students will be informed
- Sanitize and disinfect the entire school area that the person with the positive test came in contact with
- Close the school for a 14-day quarantine for the entire community and resume virtual learning
- Notify the Milwaukee Health Department (MHD) and engage with the MHD or designee to conduct Contact Tracing
- Require the individual with a positive COVID-19 test to be free of symptoms or to have two negative tests within 3 days to return.

The most important thing we can do to prevent virus transmission among our school community, is to not bring it onto the campus. Students and staff will be expected and asked to stay home in the following situations:

KACS Plan

- When exhibiting symptoms associated with COVID-19
- After close contact with persons who have tested positive for COVID-19 or are symptomatic

- After returning from travel to certain locations, as guided by the CDC or the local health officials
- If students or staffs have been exposed to COVID-19, the school will require medical clearance by physicians before they re-enter into the building

Food Services

KACS Plan

- Students will continue to receive meals through KACS or they may bring meals from home
- Students will eat in their classrooms
- All food service workers will wear a face mask or cloth face covering
- Frequent wash and sanitize all food contact surfaces and utensils
- Workers must practice frequent hand washing and glove changes before and after preparing food
- Serve food using gloves
- All surfaces will be cleaned and disinfected after use
- We will follow the CDC's "No Sharing" guidelines with all food, drinks, devices, personal belongings, etc. until different guidance is issued
- If a classroom has a student with food allergies, staff will discuss appropriate accommodations

Hand Washing

KACS Plan

- Require all students to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:
 - upon arrival at school
 - after being outside for physical activity
 - before and after breakfast and lunch
 - before and after using the restroom
 - prior to leaving school for home
 - after sneezing, coughing, or blowing nose

School Health Screenings

KACS Plan

- Staff members will administer health questions and take the

temperature of each student and staff upon arrival

- Parents who drop off their children in the morning must accompany their child to the school door each morning and stay through health screening
- Any student with a fever of 100.4 or above, visible symptoms of runny nose, cough, shortness of breath or vomiting will not be allowed to come into school
 - If the student has a runny nose and no other observable symptoms, the office will contact a parent to determine if other symptoms are present or if there is exposure to COVID-19 in the home. If not, the student will return to class
 - If the student has health information that confirms a diagnosis of asthma or other respiratory condition, the office will contact a parent to confirm that the student has no other symptoms or exposure to COVID-19

Intensify Cleaning & Disinfection

KACS Plan

- Additional cleaning staff will be hired for the building to assist with frequent cleaning protocol
- Classroom touchpoint areas will be disinfected daily
- Bathroom and other frequent touchpoints areas such as handrails, sink and door handles will be disinfected at a minimum twice daily
- Shared objects (e.g., toys, games, art supplies) will be cleaned in between uses with a multi-surface cleaning spray
- Toys and objects that cannot be cleaned and sanitized will not be used.
- Cloth toys will not be used
- Toys and objects that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be set aside until they are cleaned by hand with detergent and water, rinsed, sanitized with disinfectant, rinsed again, and air-dried
- Staff will not share toys and manipulatives with other classrooms, unless they are washed and sanitized before being moved to another classroom
- Children's books, like other paper-based materials such as mail and envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting protocol

Limit Sharing

KACS Plan

- King's Academy will keep each student's belongings separated and individually labeled storage containers, cubbies or areas, or have them take their belongings home each day to be cleaned
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single student) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use
- NO FOOD will be shared, therefore, there are no birthday treats
- Avoid sharing electronic devices, toys, books, and other games or learning aids

Physical Education/Playground Protocols

KACS Plan

- Classes will be assigned a specific time slot for use of the outdoor play area and gymnasium
- Playground equipment will not be used until further notice.
- Each class will have their own recess bag with balls, jump ropes, etc.
- Face masks should not be worn while engaged in physical activity
- Recess and Physical Education will be held outside unless weather deems it not possible (i.e. rain, snow, temperature below 25°)
- Physically distancing will be encouraged with non-contact sports and activities
- According to Johns Hopkins School of Medicine and other credible health resources COVID-19 is not spread through sweat. However, surfaces touched by multiple people will be cleaned/disinfected
- King's Academy staff members will be responsible for ensuring regular cleaning and disinfecting
- King's Academy will minimize sharing of equipment as much as possible and disinfect shared equipment between uses

Restrooms

KACS Plan

- King's Academy will increase cleaning frequency for all restrooms
King's Academy will place a trash receptacle by the door if the door cannot be opened without touching the handle, so restroom users can cover the handle with a paper towel and easily dispose of it afterward

- There will be signs instructing students and staff on how to wash hands properly

Social/Emotional Care

KACS Plan

- During these difficult times, King's Academy Christian School is committed to providing distinctive care to the social-emotional needs of students

King's Academy will be as supportive as possible for our students during this unique time. We encourage parents to communicate any concerns regarding their child to the school.

Signs and Messages

KACS Plan

- Floor stickers/decals to promote social distancing
- Handwashing signs in all school bathrooms, to promote proper handwashing by students
- Posters to promote health and safety protocols

Social/Physical Distancing

KACS Plan

- Have students remain static with the same groupings and the same staff throughout the day and limit mixing between groups as much as possible
- Each group of children will be in a separate room as much as possible
- Reduced class sizes to allow for 4-6 ft between students
- Organize classroom layout to allow for maximum social distancing, as much as possible, with all desk forward facing
- Designate teacher-only spaces in the classroom
- Assigned seating in the classroom (this is needed for contract tracing, see below)
- Adapting group work assignments to provide more physical distance among group of students than usual in the classroom
- Reducing and eliminating shared classroom materials whenever possible
- Social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible

- Only King's Academy staff and students will be allowed in the building. Parents and visitors will not be allowed beyond the office during school hours
- Schedules will be staggered to minimize the overlap in common areas such as the gym, playground, or cafeteria
- Chapel services and assemblies will be modified to include smaller groups or be broadcast into classrooms
- Middle school teachers will move during departmentalization instead of the students
- For employees, social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible
- Designate one-way stairways and hallways when necessary.
- If an emergency situation arises that requires a staff member to touch a student or another staff member, resume social distancing as soon as safely possible, wash hands, and disinfect any surfaces touched

Training Staff

KACS Plan

- Develop online training modules regarding the health and safety protocols
 - Report to Work Checklist
 - Hand Washing
 - Social Distancing
 - Face Covering
 - Sanitizing

Ventilation Systems

KACS Plan

- Changed all air filters this summer and will do again as prescribed by HVAC vendor
- Exploring where improved filtration can be used
- Exploring options for additional supplemental air filtration including HEPA and ozonification
- Clean interval HVAC system components to reduce trapped dust which may harbor germs

Volunteers/Visitors

KACS Plan

- Visitors will not be permitted on school campus
- Volunteers on campus will be postponed until further notice
- Parents who need to set up a meeting with administration or teacher should do so by contacting the office to arrange a call or video meeting within 24 hours

Participation in Class from Home

KACS Plan

When a student needs to stay home for COVID-related reasons or parents choose to keep their child home, King's Academy has established home learning technology utilizing Google Classroom, Google Meet, Khan Academy and MobyMax, which allows them to keep pace with the learning activities and assignments of their classes. In most cases, our goal will be for student to remain fully engaged in all of their classes, and keep up with their classwork throughout the time they need to be at home, as long as they are well enough to do so. They will still participate along with their classmates and teachers who are in the building.

It is important that students stay home when needed, whether they are feeling sick, are self-monitoring due to possible exposure, or simply don't feel comfortable with the risk of being in a group setting.

Positive Cases of COVID-19 in the King's Academy Community

KACS Plan

If a student, or a member of the student's household, is confirmed positive for COVID-19, we ask that the family inform the school immediately. Please contact LaChrisa Gillespie, Principal or Dr. Mary Bowie, Dean of Students at (414) 371-9100.

Cooperation with Local Health Officials

According to public health guidelines, upon learning of a positive case of COVID-19 in our community, the school will work with the Milwaukee County Health and Human Services Department (MCHHD). We will provide this notification, and expect to remain in communication with these officials about their procedures and guidance as we care for our students and families.

Contact Tracing

We expect that local health officials will carry out their own **contact tracing procedures**. It will also be possible and helpful for the school to carry out its own procedures as well. If a student, employee, or other person who has been in the building tests positive for COVID-19

- School staff will conduct a brief interview to help determine close contacts among the school community
- The student or community member's close groupings will be considered, such as teams, classrooms seating arrangements, etc.
- Families of students who have been in close contact with the COVID-19 positive individual, will be contacted by the school, and asked to self-monitor and follow CDC guidelines. This may include a requirement to stay home from school for a period of time.

Household Members

If a student or employee is living with someone who has COVID-19 or is quarantined because of COVID-19, the student or employee in the household should also stay home for a minimum of two weeks.

Communication and Privacy

In the case of a member of our community testing positive for COVID-19, school officials will communicate to the broader community depending on the specifics of the situation. Privacy considerations, as well as the health safety of the entire school community, will always be respected. Depending on the situation, we may need to inform the entire community that there has been a positive case, but we also may not. We will make these decisions in consulting with local health officials.

School Closure

Depending upon the situation, upon learning of positive COVID-19 cases, it may be necessary to temporarily close the school for cleaning. In addition, we will closely monitor community transmissions rates, our own school absentee rate, and the guidance of local health officials, in making decisions. In decisions of school closing, we will communicate the need to the school community, and launch King's Academy's Virtual Learning Plan for continuous learning for all students during the closure.

Closure

KACS Plan

- King's Academy Christian School will return to virtual learning if required by the government or health department

Before and After School Child Care

KACS Plan

- Before School Care will begin at 6:30 a.m.
- Operational hours for After School Care are from 3:00 p.m. until 6:00 p.m.
- Before school care will consist of students remaining 6ft apart with siblings being allowed to remain together
- Students will be grouped by family, not by grade level
- There will be no physical activity during Before and After School Care
- An application for After School Care must be completed and turned in to Samaritan Project along with a \$25.00 registration fee

Please note that the contents of this booklet are subject to change with the need to revise according to the latest COVID-19 conditions and regulations.



