

Killeen Adventist Junior Academy

Return to School Plan for the School Year 2020-2021

For the safety of our students and staff, due to the COVID-19 pandemic, KAJA is incorporating new procedures for the 2020-2021 school year. These procedures may be updated at any point as KAJA creates guidelines informed by the state of Texas, local governments, the Centers for Disease Control, Texas Education Agency, Killeen Independent School District, Texas Conference and the North American Division of Seventh-day Adventists.

KAJA will provide both in-person and virtual learning to students in case parents would prefer to educate students at home instead of sending them to school. If in-person learning is selected, the option of transitioning to online learning would be permitted for those students with symptoms, diagnoses, or exposure to COVID-19.

In-Person Learning: Students will attend school on a regular instructional schedule and will engage in face-to-face learning during school hours. Students in PreK3 through 4th grade will be taught by teachers at the school. They will have reduced transitions and where necessary, teachers will rotate to student groups. Students in grades 5 through 11 will follow their class schedules by transitioning to different classrooms for course instruction. Block periods may be incorporated to reduce the number of transitions.

Virtual/Online Learning: Students will remain at home and will engage in live or recorded instruction following the same assignments given to students attending class in person. This will allow students total access to academic instruction and engagement with the class. All curriculum material and resources will be available digitally. Daily student participation in the learning activities will be required. A structured schedule will be provided to students indicating recommended times for participation. Students that opt for online instruction will be charged the same tuition rate as in-person instruction. They may return to in-person classes; however, prior arrangements must be made with the principal and classroom teacher.

Academic Instruction: Teachers will be giving normal, live classes for both online and in-person students. As academic instruction is given in the classrooms, students out of the classroom are able to digitally join in live using Zoom. Lessons will be recorded and uploaded into Google Classroom, in addition to all course materials, assignments, and assessments. All homework and classwork will be submitted digitally, though there will be adjustments for the lower elementary grades. For those grade levels, arrangements on pick up/drop off assignments may be made. Grading systems will be the same for students in all the options.

Operational Plan

At a minimum, KAJA will follow the measures outlined below.

Training: Staff and students will be trained in virus mitigation and the importance of teaching, reinforcing, and practicing hand hygiene and covering of coughs and sneezes. Posters and information regarding hygiene and CDC guidelines will be displayed.

Disinfecting: Common-use areas will be disinfected throughout the day, including door handles, sinks, restrooms, etc. Teachers and students will periodically disinfect their classrooms as well as clean any surface that has been touched throughout the day. When students depart, the teacher will clean the surface area of every child's desk and chair using COVID-19 approved disinfectants. In the evenings, our cleaning team will also clean each classroom using appropriate disinfectants.

Touch Free Procedures: Markers/dots showing students where to stand will be placed in the gym and around the school to encourage social distancing in order to minimize contact. Outdoor activities will be done in a distanced format whenever possible. Touch-free hand sanitizer stations will be placed in different areas of the school.

Meals: Students will bring their own ready-to-eat meals (that do not require reheating) along with utensils. They will eat in the classrooms or outdoors rather than mixing in the cafeteria. To reduce the number of visitors on campus, parents will be asked to send all lunches at the beginning of the day instead of dropping lunch off in the middle of the day. If a student forgets to bring lunch, KAJA will provide a simple, pre-packaged lunch for a reasonable cost. If parents choose to send treats for birthday celebrations, these must be commercially prepared and individually packaged for distribution by the teacher.

Drinking Water: Drinking fountains will not be available for use. Students are required to bring their own water bottles clearly labeled with their names. Students should bring clean, filled bottles which may be refilled at classroom faucets with the teacher's permission. Students may not share bottles. Unattended, unlabeled bottles will be disposed of. If a student arrives at school without a water bottle, one will be provided and charged to his/her account at a reasonable cost.

Playgrounds: Outside playground equipment will be frequently washed with soap and water. Mixing student groups from different classrooms will be avoided.

Attending School – A student may attend school in person if the following requirements are met:

- Has maintained a temperature below 100.0 degrees over the prior two days without medication
- Can energetically participate in classroom activities and recess without fever/symptom-reducing medication (cough syrup, Tylenol, etc.)
- Has no new symptoms of COVID-19, such as cough, shortness of breath, muscle aches, loss of taste or smell, or fever
- Has no vomiting or diarrhea
- Has not had close contact with someone who has COVID-19 (defined by the CDC as “within 6 feet of an infected person for at least 15 minutes”)

Parents must take their child(ren)'s temperatures and evaluate for COVID-19 symptoms or exposure daily before leaving for school. Students who do not meet the above requirements must remain at home and contact KAJA administration for clearance before returning to school.

Students who have had an illness will need to receive a doctor's note in order to return to school or until having been 72 hours free of any fever without requiring medication. While at home, students should utilize the remote learning option when they are well enough to do so.

Arrival Procedures: In order to increase speed and minimize contact, parents will stay in their cars in line at the north entrance to the gym.

- **A teacher will meet each student for a touchless temperature check before the student exits the car.**
- If there is a temperature of 100.0 degrees or above, the student will not be admitted to school that day. If there are other students in the same vehicle, they will be sent home as well.
- Students who meet temperature and other requirements for school attendance will be escorted to a designated location to await the start of school.
- Students will be required to use face masks when they are leaving the vehicle and hand sanitizer will be used as they enter the school.

Dismissal Procedures: Parents will wait in their cars in line at the north gym entrance and students will be sent to their cars with adult supervision.

- Students will be dismissed from their classrooms (pre-K to grade 4) or from widely separated areas of the gym (grades 5 – 11) to limit the amount of close contact between students in high-traffic situations and times.
- **Parents of pre-K and kindergarten students will have the option of an earlier pick up ten minutes before regular dismissal on Monday through Thursday (2:50 pm).**
- Other grades will dismiss at the usual time of 3:00 pm on Monday through Thursday. All classes will dismiss on Friday at 2:00 pm as before.

Face Masks: KAJA will require staff, students, and visitors to wear face coverings, according to state and local requirements.

- Face masks must be worn by all students (pre-K to grade 11) upon arrival at drop-off, at departure, in hallways, in the office area, and moving in areas outside of the classroom.
- Face masks must be worn by all teachers and staff. Face shields may be worn in addition.
- Face masks must cover both the mouth and nose and must be worn securely against the face.
- **All students must bring their own face masks to school every day.**
- Reusable masks must be washed daily; disposable masks must be disposed of at the end of the day.
- Face masks should not include images, logos, or slogans that distract from learning or that do not support Biblical principles.
- Students may be allowed to remove face masks at recess, lunch, and during outdoor activities under the specific direction of a teacher and with proper distancing.
- Pre-K to Grade 4: Face masks may be required at teacher discretion while students in pre-K to grade 4 are maintaining social distancing in the classroom.

- Grades 5 – 11: Face masks must be worn at all times in classrooms by all students in grades 5 – 11 (even if maintaining a 6-foot distance from others).

Social Distancing: Students, staff, and guests will practice social distancing of at least 6 feet where possible. In addition, KAJA will

- Rearrange student desks and tables to maximize the space between students;
- Use personal space desk dividers or table barriers;
- Reduce student movement/transitions in buildings;
- Avoid mixing students in common areas;
- Limit activities that require large gatherings;
- Limit visitors and volunteers unless a formal appointment is made.

Ventilation: The HVAC system will be maintained regularly, including filter replacements as appropriate. Teachers will introduce outside air into the classrooms where feasible and safe. Recess and P.E. activities will be held outdoors when feasible. At times, classes will also be held outdoors.

Hygiene: Students and staff will engage in frequent handwashing and hand sanitizing. Stations will be placed throughout the buildings and classrooms. Sharing of textbooks and school supplies will be avoided.

Visitors to Campus: Access into the school buildings beyond the front office for parents/guardians and guests will be limited. Screening, temperature checks, and hand sanitizer will be used. Face masks will be required.

Quarantine Procedures: A student who becomes sick at school will be taken to an isolation room with adult supervision. The student's desk area and common surfaces will be promptly sanitized. Parents will be notified and required to pick up the student within one hour. The isolation room will then be sanitized.

If an individual who has been in school is lab-confirmed to have COVID-19, KAJA will close off the areas that were heavily used by the individual until those surfaces can be cleaned. KAJA will notify all teachers, staff, and families of all students in the school if COVID-19 cases are identified on campus while protecting the identity of the person. Appropriate quarantine procedures will be followed.

If multiple staff members and students test positive for COVID-19, a short-term dismissal of school is possible.

We understand that many of these new procedures may be an inconvenience, but our main goal here is to provide our students with the very best educational continuity as possible, while balancing a safe environment for all. Please feel free to contact us at any time with questions or concerns. The staff here at KAJA appreciates your input, patience, and support and encourages you to join with us as a team to protect our students as much as possible. Thank you and God bless!

Consent to Enroll

Killeen Adventist Junior Academy (KAJA) has put in place preventative measures to reduce the spread of COVID-19; however, KAJA cannot guarantee or assure you that your child (which term shall include a child for whom you are the guardian) will not become infected with COVID-19 after attending classes, activities and events at, or sponsored, arranged, or allowed by KAJA.

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk on behalf of my child that my child may be exposed to or infected by COVID-19.

I have read and reviewed KAJA's Return to School Plan for the school year 2020-2021. I consent to enroll my child to participate in school:

_____ Via In-Person Learning

_____ Via Virtual/Online Learning

Printed Student Name: _____

Parent/Guardian Signature: _____

Date: _____

