

# SCS Together

We at SCS are eager to welcome our students back to campus with our *reopening plan*.

Through prayer, collaboration with faculty, staff, administration, the SCS Board, and parents, as well as guidance from the Office of the Superintendent of Public Instruction (OSPI), the Department of Health (DOH), the Centers for Disease Control and Prevention (CDC), professional consultation, and other Heads of School, we have determined the necessary steps to provide a safe and healthy reopening so that *students can engage in learning in person on campus*.

**Beginning Wednesday, September 2, SCS will reopen for in-person learning.** All students, faculty and staff will be required to adhere to the following:

1. Daily Health Screening (temperature check and health questionnaire)
2. Face coverings required, except while eating, engaging in athletic activities, and designated times and spaces during the day
3. Washing and sanitizing hands regularly
4. Physical distancing

In the case of additional government mandates and/or recommendation, SCS will be prepared to adjust accordingly.

## WEEKLY SCHEDULE

To ensure that all learners, both in-person and remote, are supported well, and to ensure excellence across the program, there will be a modified weekly schedule. This schedule provides for clear, dedicated time for teachers to invest in effectively utilizing technology and helping support all learners in their progress and pacing.

### ELEMENTARY & SECONDARY

- Monday-Thursday: Students in grades K-12 can be on campus for in-person learning. (Remote learners are working at home alongside their class.)
- Friday: This day is designated for teachers to check-in with remote learners during on-campus or virtual appointment windows, along with having sufficient time to prepare for learning and maximizing the Canvas platform.
- For *elementary*, the times on Monday-Thursday will be 8:00-2:30pm, shortened by half an hour from the prior year to allow for daily check-ins with remote learners.
- For *secondary*, the times on Monday-Thursday will be 7:45-2:45pm, the same as last year.
- For students who are unable to make arrangements to learn from home on Fridays, on-campus supervised learning time will be provided at no extra cost. An email/link will be sent home later this week for families to express their interest in this service, out of which the times and parameters will be determined based on the level of need.

# ARRIVAL & DEPARTURE

Each day, all students, faculty, and staff will be required to pass a health screening, which includes a temperature check and a health questionnaire.

## ARRIVAL

- Student temperature checks administered by staff each morning at the vehicle (K-12)
- Students remain in vehicle until temperature check completed and cleared to enter the building
- Key health questions to be answered by parents each morning
- If running a fever or concern arises from questions, students remain in vehicle and return home
- If there is no fever and answers are satisfactory, students enter the building to begin the day
- Fevers or concerns logged by staff and kept confidential
- Faculty/staff temperatures checked and logged upon entry along with their children
- Temperature checks required for all adults entering the building for more than 15 minutes
- Parents expected to be timely and remain in their vehicles during drop-off

## DEPARTURE

- Departure procedures currently accommodate for a staggered and distanced pickup each day when executed properly
- Parents expected to be timely, remain in their vehicles, and abide by the traffic flow map

## ILLNESS

- Students showing signs (e.g. coughing, chills, ...) of illness or fever must remain at or be sent home
- If a student exhibits signs of illness, s/he must report to the office immediately
- Students and/or staff that may have been exposed to COVID positive individuals must remain home for a 14-day period before returning to campus
- A staff member or student who had signs of suspected or confirmed COVID-19 can return to the campus when:
  - At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; *AND*
  - At least 10 days have passed since signs first showed up. *OR*
  - It has been at least three days (72 hours) since recovery *AND* a health care provider has certified that the student does not have suspected or confirmed COVID-19.

## PARENTS ON CAMPUS

- Parents must remain in vehicles during morning and afternoon procedures
- Parents may enter the building only for pre-arranged appointments with school personnel and will undergo a health screening upon check-in at the office

# HEALTH & SAFETY MEASURES

## FACE COVERINGS

- Cloth face coverings or face shields (must extend below the chin, to the ears, and have no gap at the forehead) required for all individuals entering SCS buildings and premises
- SCS branded face coverings will be available for purchase via an email/link
- Face coverings expected to be worn throughout the day except for eating, athletic activities, and other specific designated times and spaces where physical distancing can be guaranteed
  - For recess, physical education, or other outside activities, face coverings removed only when students can be physically distanced
  - If students need a “mask break,” they may be taken outside or to a large, well ventilated space where there is sufficient physical distancing
- Face coverings particularly critical when the likelihood of closer proximity increases, such as transitions including drop off/pickup, passing time, moving in the classroom, etc.
- Students or adults who may be unable to wear a face covering due to sensory, respiratory, or other needs must note that need on the student health form and will be accommodated for accordingly

## HYGIENE & CLEANING

- Regularly designated times throughout the day for washing and/or sanitizing hands
- Cleaning and sanitizing surfaces (indoor and outdoor) in accordance with DOH guidelines
- Desks/tables wiped down by students as an entry task when transitioning to another classroom to minimize germ transference
- Heightened cleaning regimen for specific surfaces (e.g. restrooms, door handles, etc.)

# SPACES & GATHERINGS

## CLASSROOMS

- Seating arrangements in every classroom honoring physical distancing guidelines in accordance with OSPI and DOH
- Arrangements designed to minimize student proximity when in transition
- Tables being replaced with desks where appropriate to ensure proper individual spacing
- Clear shields being hung as a barrier between students if at tables
- Clear shields being hung in each classroom to designate the teacher’s instructional area
- K-8 students grouped in cohorts to minimize exposure and enhance tracing
- Situating students with individual, rather than communal, materials

## HALLWAYS

- Stickers (visual cues) placed on the floor to promote spacing and movement along one side of the hallway
- Visuals and signage placed regarding health and safety protocols
- Passing times staggered and/or lengthened to minimize hallway traffic
- Personnel in hallways to monitor and remind students to keep distanced and moving to designated areas

## **MUSIC**

- Music courses being significantly modified or fully re-visioned to honor protocol
- Focus placed on rhythm, music history, theory, appreciation, and musical activities
- Singing and wind instruments safely reintroduced in accordance with proper protocol

## **LUNCH**

- K-8 lunches eaten in classrooms with cohort
- High School lunch eaten in auditorium/cafeteria, courtyard, and other designated areas with proper visual cues and setup for physical distancing
- SCS purchased hot lunches delivered to classrooms for Elementary and Middle School
- All desk/table surfaces wiped down before and after lunches
- *Note:* Due to classrooms being used for lunches, food with allergens (e.g. nuts) will not be permitted until further notice

## **RECESS**

- K-6 students will have recess by cohort (class and grade level)
- When distancing is not guaranteed, face coverings must be worn
- Various games and activities being modified or temporarily removed to minimize contact
- Equipment being regularly sanitized

## **CHAPEL**

- Revised chapel groupings to engage safely with physical distancing and face coverings
  - Prioritizing smaller chapel group configurations in classrooms and the auditorium
  - K-6 and 7-12 monthly gatherings only when proper distancing guidelines can be honored in the larger venue of the auditorium and gym combined
- Staggered transitions to and from chapel
- Strategic seating arrangement to provide significant spacing between seats and rows

# **REQUIRED DEVICES & USAGE**

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- Tablets or laptops w/ touch screens required for Grades K-2
- Laptops required for Grades 3-12
- Headphones required for K-12 (mouse devices optional)
- Devices must be able to access the web to utilize Canvas, SCS's remote learning platform
- Microsoft 365 provided for every student, including Outlook, Word, PowerPoint, etc.
- Grades 5-12 expected to bring their devices to school every day to utilize the Canvas platform as a regular tool for learning
- Grades K-4 expected to bring their devices when requested by the teacher
- Request form will be available to assist those for whom this presents a financial hardship
- Training and support for technology integration and usage will be provided for all

# REMOTE LEARNING OPTIONS

SCS is reopening in-person with health and safety measures in place, as well as providing the option for remote learning due to COVID concern, mandate, or an individual family choice to utilize remote learning for temporary or extended situations. These options are designed to make sure the value of the SCS learning experience is both actualized and continuous across formats. Options for remote learning include:

1. Full-Time Remote Learning
2. Remote Learning As Needed
3. Mandatory Remote Learning

## FULL-TIME REMOTE LEARNING

Students/families may opt in and out of remote learning at the quarter for grades K-8 and at the semester for grades 9-12. SCS will provide the following:

- Learning materials on Canvas
- Live instruction supplemented with virtual content
- Regular teacher-student check-ins (on-campus or virtual)
- Daily schedule for learning
- Technical support

## REMOTE LEARNING AS NEEDED

Individual students/families may shift from in-person to remote learning if a COVID-19 concern emerges necessitating a period of quarantine/recovery. SCS will provide the following:

- Learning materials on Canvas
- Live instruction supplemented with virtual content
- Regular teacher-student check-ins (virtual only)
- Daily schedule for learning
- Technical support

## MANDATORY REMOTE LEARNING

If it is determined that the SCS campus must be closed due to an internal COVID-19 concern, a Governor or Department of Health mandate, or a cohort-based closure for a subsection of the school, the following will be in place in addition to the components mentioned above:

- The weekly schedule for K-12 will continue as Monday-Thursday with Friday shifting to a day for student work submission and teacher preparation.
- A mix of synchronous (scheduled) and asynchronous (flexible) learning
- Regular video conferencing with all teachers and students
- Tuition considerations made in case of extended campus closure correlated with cost savings and adjustments to be offered at the end of semesters 1 and 2
- Additional details distinctive to elementary or secondary programs will be provided

## RECOMMENDED RESOURCES

Guidelines included in this document are in adherence with those provided by OSPI, DOH and the CDC for our campus and community.

### [Washington Office of Superintendent of Public Instruction \(OSPI\)](#)

- [Reopening Washington Schools 2020](#)

### [Washington State Department of Health \(DOH\)](#)

- [K-12 Schools Fall 2020-21 Guidance](#)

### [Centers for Disease Control and Prevention Schools and Childcare Programs \(CDC\)](#)

- [The Importance of Reopening America's Schools this Fall](#)
- [Considerations for Schools: Operating Schools During COVID-19](#)