



2020-2021 Topeka Collegiate Eagles360° Addendum*

**Please note the Eagles360° Addendum applies to both the Employee Handbook and the Family Handbook during the 2020-2021 school year.*

General Eagles360° Program Resources

- Downloadable Program Guide: <https://www.topekacollegiate.org/campus-life/parents.cfm>
- Downloadable Program Pledge: <https://www.topekacollegiate.org/campus-life/parents.cfm>
- Shareable Links (of above documents): www.issuu.com/topekacollegiate
- Program Overview Video: <https://www.youtube.com/watch?v=M-ddqCFIii4&pbjreload=101>

Eagles360° Addendum Overview

Topeka Collegiate's first headmaster, Mac Rives created the school's original handbook with the mantra of *Freedom with Responsibility* forefront in his mind. Thirty-eight years later during the COVID-19 pandemic, we place this mantra front and center as we build the Eagles360° Program.

The 2019-2020 school year concluded with a campus closure and a dramatic, virtually instantaneous shift to distance learning. For the new school year, it is imperative that we work through the challenges and go back to school in the most effective, adaptive ways possible. Topeka Collegiate's students need access to our caring, rigorous, high-quality education and social supports that come with it. Topeka Collegiate provides a safe place for learners, staff, and their families.

The 2020-21 school year requires a level of planning, iteration, communication, and collaboration like none that we've known or led. This guidance represents countless hours of work from the Eagles360 Task Force. It is rooted in the research we've digested across the world and within the U.S. We have convened with several other independent schools, multiple independent school associations, and shared notes with experts to inform and test our thinking.

Freedom with Responsibility guided the Taskforce work and decision-making. Every member of Topeka Collegiate shares in the responsibility to help maintain public health. For each community member, this responsibility includes both maintaining their own health and the health of those they come in contact with. Self-discipline and awareness are needed to maintain these changes in our daily routines and behaviors.

The fact is, physical distancing and hygiene are the best tools we have to prevent the spread. The following addendum applies to both of the "On Campus" scenarios outlined in the Eagles360° Program Guide (linked above).

Our Eagles360° Taskforce will periodically review and update policy, practices, and scenarios to best meet our school's needs following government mandates and new research.

Health & Safety Protocols and Policies

General Campus Policies

The Eagles 360 taskforce developed the acronym FRA, which guided their decision making. FRA stands for Feasible, Reasonable, and Able. Throughout the document FRA will be kept in mind and used when making decisions of subjective nature.

The school's temperature threshold is 100.4 degrees Fahrenheit. All staff and students will have temperature taken upon arrival and at lunch/recess with a touchless thermometer. Anyone with symptoms of illness, including a temperature above 100.4 degrees, will be sent home immediately. Any person who measures a temperature above will be taken to the Wellness Room (Room 109) until picked-up/departure.

The school's maintenance team will disinfect high-touch surfaces outside the classroom on a regular basis. The school will use place visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow, appropriate spacing, assigned seating areas, and disable the building's water fountains on campus. Motion-activated bottle-fillers will remain available.

School administration will conduct meetings, including faculty meetings and Board of Trustees virtually, if maintaining 6 feet of social distance is not possible.

Each classroom will space students' desks to provide a reasonable distance. When FRA, faculty will hold class or portions of a class outside to increase physical distancing. Staff will practice good health hygiene protocol by washing hand frequently, covering cough/sneezing and promptly throwing away tissues, not touching face, will sanitize high contact surfaces and shared objects (examples include - pencil sharpener, door knobs, toys, games, supplies), increase ventilation/circulation of outdoor air by opening windows, doors, using fans, and will consider removing upholstered furniture, soft seating, any nonessential furniture to make room for physical distancing.


Key Definitions:

- Clean: wash/wipe away germs
- Sanitize: spraying surfaces with cleaners
- Disinfect: removal and killing of germs, typically with Clorox wipes
 - Clean + Sanitize = Disinfect
 - A "deep cleaning" of the building will be disinfecting

Staff, Student, and Visitor Entry and Screening

An essential feature of the *Freedom with Responsibility* Pledge is to monitor one's own personal health and mitigate risk to others. Upon arrival, every student and staff person will be presented with the following message, which is reinforced in the pledge.

Topeka Collegiate will continue to welcome visitors to campus in a way that respects the health and safety of students, employees, and the visitors. All visitors will be expected to comply with all of Topeka Collegiate's guidelines, as well as registering their presence on campus at the time of their visit. During the school day, volunteers or visitors will be limited as FRA as possible. Six-foot distancing between all people should be maintained to the greatest extent possible. Visitors will have their temperature taken and will disinfect their hands upon entry. All individuals on our campus must wear face coverings unless otherwise indicated in this document.



FREEDOM WITH RESPONSIBILITY

*We limit non-essential visitors to our campus.
All persons over the age of two entering this
building must wear a face mask.*

In accordance with KDHE & CDC guidance,
if you answer **No** to all of the questions below,
please come on in!

- Can the purpose of your visit be addressed remotely?
- Have you, or anyone with you, traveled to an area listed in the travel-related quarantine guidelines?
- Have you, or anyone with you, been tested for COVID-19 and are awaiting the results?
- Have you, or any of your acquaintances tested positive for COVID-19?
- Have you come into contact with anyone experiencing symptoms of COVID-19 in the last 14 days?

If you answer **YES** to any of the above questions,
please remain outside and call **785-228-0490** for
further instructions.

*Thank you for doing your part to keep all
students and staff safe and healthy.*



FREEDOM WITH RESPONSIBILITY PLEDGE

As an independent school, we have the freedom to determine our response to COVID-19. This freedom comes with additional responsibility. This pledge is taken by students and staff as part of our mission to promote the humanitarian ideal of caring for others. The name of this pledge was inspired by our first Head of School, Mac Rives, who guided the school's beginning with this mantra.

I PLEDGE TO:

1

PROTECT MYSELF

- Maintain a growth mindset and adapt to the situation with creativity, positivity and flexibility, as much as possible.
- Communicate when I feel stressed or anxious.
- Wash my hands before/after lunch and before/after recess.
- Use hand sanitizer whenever I enter/leave a classroom.

2

PROTECT OTHERS

- Take my temperature before coming to school each day, at the school entrance, and again in the afternoon.
- Stay home or go home if my temperature is 100.4 degrees or higher, if I don't feel well, or have been exposed to COVID-19.
- Practice physical distancing when I am on campus.
- Wear a face mask to school and bring a second mask to change into each day in the afternoon.
- Be positive, attentive, and helpful to anyone around me who may be in need of support.

3

PROTECT OUR EAGLES COMMUNITY

- Keep my clothing, belongings, personal spaces and shared common spaces clean.
- Respect and follow the Kansas travel guidelines.
- Recognize that my personal actions and choices have the potential to impact the health of fellow students, teachers and staff.

Protocols for Learning Spaces

Keeping space from each other is an important part of keeping our community safe. Each student should be afforded 28.1 square feet (3' X 3.14'). All classrooms will be set up with each desk three (3) feet apart from another desk, minimally. Teachers will tape visible marks on the floor for desk placement. Whenever students change rooms, disinfecting of the classroom will take place between groups (applies to all specials and middle school classes).

Early Childhood and Lower School classrooms may have the Specials teacher (also known as Resource Classes) move to students to reduce risk of student exposure while moving through the building. Teachers will hold class or portions of a class outside to increase physical distancing if FRA. Cleaning and sanitizing supplies will be available in all learning spaces.

Estimated class sizes as of 8/7/2020

Prekindergarten	5	Kindergarten (Berryman)	12
Kindergarten (Anello)	12	1st (Frederick/Schwerdt)	11
1st (Dudinyak)	10	2nd grade	14
3rd grade	13	4th grade	19 (full)
5th grade	18 (full)	6th grade	17
7th grade	15	8th grade	11

Total student enrollment as of 8/7/20 is 157.

Satellite Rooms

If the government mandates a limited number of students within a classroom the school will submit an exemption appeal. The school's legal capacity is over 500; therefore, current enrollment is well under a 50% capacity.

If required, the School will utilize Google Meet Livestream to share teacher and classroom activities through the use of a camera/microphone system to satellite students. Staff will set the groupings of kids in advance, based on classroom dynamics/learning styles. Satellite rooms, if needed, will be set-up in the Extended Care classroom, Development room, and Annex C Latin room. The satellite students will use their Chromebook to receive a live feed of instruction. These satellite groupings will be rotated daily or weekly. The satellite room would have an adult monitor, but work and instruction will be through the live feed by their homeroom teacher.

Face Mask Guidance

Masks are required to be worn on campus by all persons over the age of two. Face masks may be disposable or reusable cloth. Families are expected to provide their student's masks. Staff and students will come to school with a mask on and bring a second mask for application after lunch. Additionally, after-care students will need a new mask to put on after snack. Reusable masks must be washed at night. Face shields may be used in addition to, but not in place of a face mask.

There will be times that wearing a mask is not FRA. This includes:

- At lunch table and some recess activities

- Individual classes may implement social distancing with no mask, on a case by case basis
- If in a room alone or with persons who reside in same household
- Outside with physical distancing
- Rest and nap time in early childhood classrooms

All students and staff will be required to complete training on the proper use, removal, and washing of face coverings. If possible, we ask that parents practice the use of face masks with students prior to the first day of school.

Lanyard

A lanyard will be provided to each staff member and student to simplify their use and reduce the chances of losing a mask throughout the school day.



Hallway and Campus Movement

When outside of the classroom, physical distancing should be maintained. The main building's hallways are 10'2" wide. Blue cones are visual reminders and are not intended to be physical separators.

Each Learning Cottage has two doors. One will be used as an entrance and the other as an exit, whenever possible. When this is not possible, the teachers will arrange a staggered dismissal process to ensure students are not entering/exiting a classroom within close proximity.

Visual reminders of physical distancing will be placed on the floors, doors, and corridor walls. Individual teachers should employ various strategies to teach and embrace these strategies. This could include the use of hula-hoops when in the hallway for younger students or a rope knot system/ train system for younger students.

All staff and students will be trained on the practice of maintaining a 6-foot distance as well as classroom specific dismissal procedures.

Staff members will be provided blue painters tape to mark their rooms for visual reminders.

Middle School students will continue to have lockers. However, we have limited the number of lockers available to ensure student lockers will be at least two lockers apart from one another.



Handwashing Hygiene

Handwashing by all staff and students will be done upon arrival to school, before lunch, before recess, and after recess. The afternoon mask should be applied after lunch.

The School will provide each student with one bottle of personalized hand sanitizer to be affixed to a Chromebook bag (middle school) or backpack (Lower school). We request that parents refill and reuse these bottles.



Each classroom will be provided hand sanitizer.

Handwashing or hand sanitizer should be used when entering and exiting a classroom. Additionally, the school will provide large bottles of sanitizer (with squirt pump) for playgrounds, commons, gym, etc. Each homeroom teacher will train students on appropriate hand washing techniques.

Lunch Protocols

All students and staff will wash hands with soap and water (or use hand sanitizer) before and after lunch.

Prekindergarten students will each lunch in their classroom and parents will be notified if that were to change during the school year.

All other grade levels will go through the lunch counter and receive their lunch trays using a cafeteria-style service. The lunch counter has a preexisting sneeze guard. Staff and adult volunteers will wear face covering.

The staff will prepare each tray with the hot lunch items, pre-plated salads, and/or sandwiches. Staff will also place ala carte items pre-ordered during lunch count on trays. Volunteers will place condiments, utensils, and milk onto each person's tray.

The traditional salad bar will be closed until further notice. Premade salads may be requested with morning attendance. All homeroom/1st hour teachers must enter lunch count into FACTS.

Unfortunately, these increased precautions also mean that parents will be unable to deliver meals and join their children for lunch as we've allowed in previous years.

Communal water will not be provided. Persons will provide their own water bottles if desired. The commons will follow a 50% seated capacity: four persons to each 8-person table. Tables will have quadrant shaped polycarbonate dividers. Once at the table, students may remove their mask. Each lunch group will clean tables with sanitizing spray.

Providing a hot lunch for students this year will require consistent lunch volunteers.

Message for volunteer recruitment:

We are excited for the return of our volunteers who help us in many areas of the school. This year, more than ever, we need adult volunteers to help our school keep our staff, students and visitors safe and healthy. All volunteers will be required to wear facemasks at all times and follow the same safety guidelines as our team members. We consider our volunteers as an extension of our team and appreciate all that they do to help us serve students and the community.

Lunch Volunteer Training

Thank you for volunteering your time to help our school safely serve food during the upcoming school year. We would not be able to continue our lunch service for students and staff without your help.

Our school puts the health and safety of all students, staff, and guests as the highest priority. Therefore, we have put this simple, yet important training together for your individual and collective best interests.

When you arrive, please review the outdoor sign, asking a series of questions and giving instructions on whether or not you should enter the building. This pre-screening is important and not to be overlooked.

If all is well, please ring the bell and let the office know you are here to help with lunch. Be sure to enter the building with a face mask on. A face mask is required for the duration of your time on campus.

When you arrive in the office for the first time we will ask you to read and take the *Freedom with Responsibility* Pledge. You will receive our Pledge button and we ask

you to wear it each time you are volunteering on campus. The Pledge outlines your personal responsibility to our community while on campus.

While in the main office, a staff member will take your thermal temperature with a touchless thermometer. Persons with a thermal temperature over 100.4 degrees will be asked to leave campus.

After signing in and receiving your temperature, please proceed to the Commons. Wash your hands in the kitchen for at least 20 seconds with soap and water. Then please join the kitchen staff in the Kitchen and put on latex gloves.

We will ask you to stand between the lunch counter and the milk cooler.

The staff will prepare each tray with the hot lunch items, pre-plated salads, and/or sandwiches. Staff will also place ala carte items on trays by student requests.

You, our volunteers will then place the following items on the student's individual tray:

- Condiments upon request
- Eating utensils (spoon and/or fork)
- Napkins
- Milk (the request will be for 2%, skim, chocolate or strawberry)

Once all students have received their tray, please help restock the lunch service counter.

Our 14 round tables will be seated at 50% capacity with quadrant polycarbonate dividers, for a total maximum capacity of 56 students at one time. Faculty rectangular tables will have individual polycarbonate dividers as well.

Prekindergarten will have their trays delivered to their classroom.

This year students will not be able to come back for seconds, or get additional snacks. This is new this year, so you as a volunteer may need to help students understand this new expectation. They're used to popping back in the line for additional items.

Lunch time	Group	Number of students
11:00-11:25	PreK, Kindergarten, and 1st grade <i>PreK will have meals delivered and will eat in classroom.</i>	50 (45 will be seated)
11:35-11:55	Grades 2-3	28
12:00-12:20	Grades 4-5	34
12:25-12:45	Grades 6, 7, & 8	42

Maximum capacity of students in Commons for meal is 56 students. All students, staff, and volunteers will complete training on Topeka Collegiate lunch protocols.

Protocols for Illness and Infection Control

Topeka Collegiate will follow all guidelines in regards to testing and screening requirements. If anyone becomes sick during the day, they should be immediately taken to Wellness room (room 109). The Wellness Room will be disinfected after each use and sanitized each evening.

Symptomatic staff or students should seek advice from their regular physician or through the local public health authority.

Students should not return to campus activities until they have been cleared by Alesia Arnold, Health Room Coordinator.

Staff should not return to campus activities until they have been cleared by Debra Ricks, Director of Finance and Operation

As of 7-27-2020 Shawnee County's Community Transmission was just under 8%.

Topeka Collegiate will work closely with the SCHD to determine our school's operational status. The following factors will be used in that decision-making:

Severity of Outbreak: Community Transmission Assessment Metrics

	Weekly Cases	Percentage Positive
None or minimal	<25	<5%
Minimal to moderate	25-100	5.1-9.9
Substantial - controlled	101-250	10.0-19.9
Substantial - Uncontrolled	>250	>20

- Severity of outbreak (SCHD)
 - Level of community transmission
 - Other factors
- Cases identified within our staff, student, and associate families.
- Cohorting mechanism in our school
- Other public health indicators.

Shawnee County Health Testing Page:

https://www.snco.us/HD/testing_options.asp

Travel-Related Quarantine

All Topeka Collegiate staff, students, and families are expected to abide by the most recent travel related advisories as posted on KDHE website.

From KDHE:

The travel list was updated July 28 and will be updated/reviewed in approximately two weeks. How do we determine the states that are listed on

the travel quarantine list? We use a formula to evaluate new cases in states over a two-week period, then adjust for population size to provide a case rate per 100,000 population. This provides a number that can then be compared to the rate in Kansas. States with significantly higher rates -- approximately 3x higher -- are added to the list. [Learn more.](#)

Kansas list of locations as posted by KDHE Travel-Related Quarantine Guidelines | COVID-19

Updated July 28, 2020

In response to the COVID-19 pandemic, The Kansas Department of Health and Environment (KDHE) will issue regular **mandates** on travel-related quarantines for **international**, **domestic**, and **cruise**-related travel. People in Kansas are asked to quarantine for a period of 14 days starting from the day they arrive in Kansas. Regularly check this list to stay up-to-date on travel-related guidance. Please refer to the KDHE Isolation and Quarantine FAQ for additional information.

KDHE is **mandating a 14-day home quarantine** for anyone in Kansas if you have:

1. Traveled **within the United States** to any of the following states with known widespread community transmission:

On or after June 29
Florida

2. **Traveled on or after July 14 to countries with a CDC Level 3 Travel Health Notice and restrictions on entry into the United States, including China, Iran, European Schengen area, United Kingdom, Republic of Ireland, and Brazil.** International travelers must follow [CDC guidance and protocols](#).
3. **International travelers from other countries will need to follow CDC re-entry protocol and subsequent quarantine guidance upon entry into the U.S. and Kansas.**

After the release of this document on 8-7-2020, we ask that families and staff monitor updates to the travel guidelines. While we will do our best to update this document throughout the year, we cannot guarantee it.

Return after Illness

Topeka Collegiate will follow the CDC Guidelines and will be updated as CDC releases new guidelines. Definitions of Isolation and Quarantine:

Isolation	Quarantine
<ul style="list-style-type: none"> • Mandated by SCHD for all positive <i>and pending</i> cases <ul style="list-style-type: none"> • Departures from protocol shall be authorized by SCHD • Standard requirements for release <ul style="list-style-type: none"> – 10 days after onset – 72 hours without fever – Improvement in symptoms 	<ul style="list-style-type: none"> • In general, required for all individuals considered “close contacts” <ul style="list-style-type: none"> – <6 feet for >10 minutes – Mask use does not change definition of close contact • Group quarantine (for large groups) to be assessed one by one • Restrictions of entire sections, buildings to be discussed among school administration and SCHD • Cohorting entire classes is an option

PHYSICAL DISTANCING, MONITORING, QUARANTINE, OR ISOLATION? (COVID-19)

ALL ARE USED TO CONTROL THE SPREAD OF COVID-19.
HOW DO THEY DIFFER AND HOW LONG DO THEY LAST?

WHO?	Everyone. No symptoms but potential close contact with someone who tested positive for COVID-19	Exposure. No symptoms but had close contact** with someone who tested positive for COVID-19	Symptoms. Has symptoms* of COVID-19 (regardless of exposure or test result)
WHAT?	Social distance. Stay at least 6 feet from others. Minimize travel (or stay home as much as possible). Self-monitor. Check for fever or respiratory symptoms.	Self-quarantine. Stay home and limit interactions with others. Self-monitor. Check for fever or respiratory symptoms.	Self-isolate. Do not leave home. Avoid others in your residence. Disinfect surfaces regularly. Monitor for symptoms that may require hospitalization.***
FOR HOW LONG?	Until the pandemic ends	Until 14 days after exposure	No less than 10 days from symptom onset AND 72 hours after fever disappears AND improvement in respiratory symptoms

DEFINITIONS:

***Symptoms of COVID-19:** New or worsening subjective fever or temperature $\geq 100.4^{\circ}\text{F}$ **AND** cough, shortness of breath, or sore throat

****Close Contact:**

- a) being within approximately 6 feet of a COVID-19 case for more than 10 minutes with or without a mask; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; **OR**
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

*****Symptoms that Suggest COVID-19 Worsening, Call Your Doctor or Go to ER:** shortness of breath at rest, chest pain, persistently high fever despite fever lowering medicine, confusion, lightheadedness, or inability to eat or drink

Physical Distance: Social distancing is a conscious effort to maintain distance between yourself and other people as a way to mitigate the spread of disease. Stay at least 6 feet from other people as often as possible. Take precautions if you cannot maintain that distance, such as using alcohol-based hand sanitizer and/or hand washing immediately after contact. Our staggered start and stop times and polycarbonate table dividers in the commons are examples of our mitigation efforts.

Self-monitor: People should monitor themselves for symptoms of COVID-19 by taking their temperatures before coming to school, upon arrival to the building, and again at lunch and remaining alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others and seek advice by telephone from a healthcare provider to determine whether medical evaluation is needed.

Self-quarantine: Separate people who were exposed but do not have symptoms to see if they become symptomatic. A person can be contagious before symptoms begin, so this is critical to prevent the spread.

Self-isolation: Separate people with symptoms of COVID-19, with or without a positive test. Stay home and away from others who share your residence to prevent the spread of the virus.

Note: Testing guidance is based on limited information and is subject to change as more information becomes available.

Contact Tracing

Michael Flax and Alesia Arnold completed Contact Tracing training from Johns Hopkins University during Summer 2020.

Local Government Guidance

Lyn Rantz meets with the Shawnee County Health Department and Emergency Management team every week. Their guidance has been received and being followed.

Parent/Adult Access

To reduce the chances of COVID-19 entering our school, non-essential persons will be restricted from entering the building. In situations when a

student has a late arrival or early dismissal, and when FRA, parents will remain outside of the main door. Parents are asked to use the bell and intercom system. This will be done in compliance with “school record of authorized persons for custodian” and only be done with visual confirmation of parent arrival.

Office staff will document the child’s arrival and dismissal.

- Early Childhood Hall: Parents may come in ten(10) minutes before start of school
- Lower School: No parent access unless essential
- Middle School: No parent access unless essential

If a visitor must enter the building, they will have their temperature taken and recorded.

While we understand that this policy goes against our typical community-focused efforts in a “normal year,” we believe it is one of many measures necessary to practice *Freedom with Responsibility* while safely re-opening our campus.

Recess Guidelines

Research confirms that social play, fresh air, and exercise are beneficial activities for children. Therefore, the school’s tradition of recess will continue within our *Freedom with Responsibility* guidelines. Eagles360 recess protocols include, all students will wash hands prior to going to recess and each homeroom will disinfect their own sports equipment, before and after recess time. Teachers will investigate and teach age appropriate distance games. Some specific activity details include:

- Jungle gym is off limits based on current CDC recommendation
- Swings: Hand sanitizer pump onsite, to be used before and after swings
- Basketball/soccer: Hand sanitizer pump before and after activity
- When FRA the following chart has been developed.

	Required wearing of face mask	Required physical distancing
Free Play together	Yes	No
Play/Walk independently-mask off	No	Yes
Walk with friends outside	Yes	No
Mask Break at Recess:	No	Yes
Swings	No	Yes
Social circle and spaced walking	No	Yes

All students and staff will complete training on Topeka Collegiate recess guidelines.

Training

Topeka Collegiate recognizes that making sweeping changes like this can be overwhelming. Mandatory training will be provided for all students, faculty and staff on all Eagles360 protocols and policies including, but not limited to: proper hand hygiene, handwashing, and respiratory etiquette.

Building Cleaning Regiment

Classroom Teacher (with help of students when FRA)	Maintenance Staff
Desktops (after each student use) and nightly	Bathrooms will be cleaned on a rotating basis; every two hours (sinks, paper towel holders, faucets)
Tables (after each student use) and nightly	Hallways – three times per day (including doorknobs, hand sanitizer dispensers, water bottle filling stations)
Chairs (after each student use) and nightly	Doors – three times per day (front door buzzer, annex door handles)
Computer/Keyboard/Mouse (after each student use)	Commons – twice per day (roundtables, teacher tables, microwave)
Classroom Phone (after each use)	
Doorknobs (twice per day)	
Hands-on learning items (after each use)	
Toys/books (after each use)	
Student-assigned Chromebooks/Ipads (after each use)	
Pencil sharpeners (after each use)	
Light switches (twice per day)	
In-room sinks/faucets (once per day, or more based on usage)	
In-room paper towel dispensers (twice per day)	
In-room hand sanitizer dispensers (twice per day)	
Window handles (after each use)	
Smartboard accessories (after each use)	
Student tables in the Commons (after lunch or other use throughout the day)	

Teaching and Learning

Academic Calendar

The school updated its 2020-2021 [School Calendar](#). See the Eagles360 Program Guide for example schedules for both the “On Campus” and Distance Learning scenarios.

Updates include:

- Three (3) professional development days have been converted to student contact days.

- If government mandates a school closure, there will be a three (3) day transition period (no school).
- Hopes and Dreams Conferences, Parent Teacher Conferences, and Back to School Night, will be conducted online.
- Parent classroom visits will be in person, scheduled, spaced throughout the day on August 18.
- Faculty meetings will focus on Distance Learning teaching strategies, ISACS minimal requirements, and Social and Emotional well-being.
- Ample time will be planned for Share and Learn opportunities.
- Various school traditions such as Halloween activities, VIP/Grandparent Day will be evaluated and determined on a case-by-case basis.

<u>8:00 AM Start</u>	<u>Arrival Window</u>	<u>Dismissal</u>	<u>Door</u>	<u>Door/Temp. Monitor</u>
1 st Grade	7:50 AM – 8:00 AM	3:15 PM	Main Entry	Flax/Garrett-Crone
3 rd Grade	7:50 AM – 8:00 AM	3:15 PM	Eagle Foyer	Rantz/Building Aide
<u>8:10 AM Start</u>	<u>Arrival Window</u>	<u>Dismissal</u>	<u>Door</u>	<u>Door/Temp. Monitor</u>
5 th Grade	8:00 AM – 8:10 AM	3:25 PM	Eagle Foyer	Rantz/Building Aide
Kindergarten	8:00 AM – 8:10 AM	3:25 PM	Main Entry	Flax/Garrett-Crone
<u>8:20 Start</u>	<u>Arrival Window</u>	<u>Dismissal</u>	<u>Door</u>	<u>Door/Temp. Monitor</u>
Prekindergarten	8:10 AM – 8:20 AM	3:35 PM	Main Entry	Flax/Garrett-Crone
4 th Grade	8:10 AM – 8:20 AM	3:35 PM	Eagle Foyer	Rantz/Building Aide
2 nd Grade	8:10 AM – 8:20 AM	3:35 PM	Main Entry	Flax/Garrett-Crone
<u>8:30 AM Start</u>	<u>Arrival Window</u>	<u>Dismissal</u>	<u>Door</u>	<u>Door/Temp. Monitor</u>
Middle School	8:20 AM – 8:30 AM	3:45 PM	Eagle Foyer	Rantz/Building Aide
Commons will be available for individual study time at 8:00 AM for middle school students.				
<u>Extended Care</u>	<u>Arrival Window</u>	<u>Dismissal</u>	<u>Door</u>	<u>Door/Temp. Monitor</u>
Before-care	7:35 AM – 8:10 AM	Class start time	Main Entry	TBD
After-care	3:40 PM – 3:50 PM	3:50 PM – 5:25 PM	Courtyard	After-care Staff

DEAR – Drop Everything And Read will be from 3:15 PM to 3:40 PM. All students not picked up at the designated dismissal time will go to DEAR and be checked into after-care at 3:40 PM to be picked up in the after-care courtyard circle drive between 3:50 PM and 5:25 PM.

Hybrid Learning Schedule

If a governmental agency mandates that only 50% may attend class on campus.

- First, we will appeal, based on our campus capacity.
- If denied, we would implement our Age-Appropriate program.
 - Maintain on-campus learning for students in grades PreK, K, 1, 2, and 3 (for a total of approximately 76 impacted students).
 - Begin full-time Distance Learning for students in Grades 4, 5, 6, 7, and 8 (for a total of approximately 61 total impacted students).
- Finally, if government agencies do not approve this plan we will then implement our Family-Focused approach. Each homeroom teacher will

make the decision to balance the groups. Teachers will think about the group dynamics and academic needs of each child.*

- See the Eagles360 Program Guide for additional information.

*Lower school homeroom teachers will balance classes. Mr. Flax will balance Middle school groups.

BEST PRACTICES FOR

Hybrid Learning

This scenario was developed to fit within a government requirement that schools open at 50% capacity by allowing half of our students on campus, while half learn from home. However, because Topeka Collegiate's building capacity is much larger than current enrollment, we will request an exemption to avoid implementing either of the *Hybrid Learning* scenarios listed below. While every aspect of the Eagles360® Program was designed to be feasible and reasonable, these scenarios would not provide an ideal learning environment for the maximum number of students.

Age-Appropriate Scenario

In this scenario, we would meet the 50% capacity requirement by dividing students by age, recognizing that older students are more capable to study independently at home than our younger students. Only students in prekindergarten through third grade would be on campus. All other grades would be engaged in *Distance Learning*. Of the two *Hybrid Learning* scenarios, this scenario would be our preferred solution.

Campus Learning	Distance Learning
Prekindergarten, Kindergarten, First Grade, Second Grade, Third Grade	Fourth Grade, Fifth Grade, All Middle School

Family-Focused Scenario

In this scenario, we would alternate which grades are on campus each day. As much as possible, classrooms that have siblings would be on campus on the same day to reduce transportation challenges for families with multiple children enrolled at Topeka Collegiate. Classes would have equal time on campus and at home engaged in *Distance Learning*.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Campus	Blue Day	Orange Day	Distance Learning for all students	Blue Day	Orange Day
Distance Learning	Orange Day	Blue Day		Orange Day	Blue Day

The “Opt Out” Option for Distance Learning

There will be students who will Opt-Out and need to learn from home. We support the decision of each family and will work with you, to the best of our ability, to design a solution that fits your needs.

Parents will inform the school of their intention for the first day of school. After this time, parents will inform the school and there will be a three-day preparation period. During this three-day preparation period, teachers will collect supplies, books, etc for parent to pick-up.

These students will view classroom instruction and discussion via Google Meet LiveStreaming. LiveStreaming will be a one-way communication system through a Chromebook set-up at the front and center of each classroom, or slightly off to the side. Some classrooms will be equipped with an external camera. These external cameras are best used by teachers who move around to various areas of the classroom.

Each teacher will have a headset or earset, connected to the Opt-Out Chromebook. The teacher's computer will not be used for this LiveStream, so that the teacher will be able to continue to use it for typical classroom instruction and duties. The ability to see or engage with a student will vary by activity and teaching method. Time will be designated throughout the week where the students work as partners or in small groups. Any collaborative group would work over Google Meet.

Grades 3-8 will get one additional Chromebook as part of the LiveStream set-up. Grades PreK-8 will receive two additional Chromebooks: one for Livestream and one for chat monitoring.

Students will meet with Ms. Arnold, our school nurse, once per week for social-emotional check-ins and to discuss mental health topics. They will also meet one-on-one with the homeroom teacher at least once per week. Virtual social time will be offered to friends (during recess) who are on campus. Otherwise, students learning from home can expect to follow the schedule as their classmates, via LiveStream.

Initial best practice suggestions:

1. Teachers should repeat questions asked before answering them so that all student will hear the question
2. Teachers should check for understanding frequently.
3. Each teacher should appoint/assign a daily or weekly buddy/friend to assist students who are learning at home. This buddy will have their Chromebook open to Google Live stream and will monitor the chat messages.
4. Teachers will pre-record new content as much as possible.
5. Teachers will record all LiveStreams for uploading/sharing via Google Classroom
6. Teachers will plan collaborative work for on campus students to partner with students learning from home via Google Meet. These partners will need to have headphones with a microphone ideally.

We know we will learn as we implement this new strategy. Feedback is welcome and we will fine-tune this innovative solution together. Assignment submission will vary by grade level, teacher, and type of assignment.

Some suggestions:

- If the assignment is within Google Suite, the form or document will be submitted electronically, in the format it was assigned.
- If it an editable document, via email.
- A photograph of the assignment, to be sent via email.

- From time to time, parents may need to come to the school and pick up supplies or turn in certain projects.

Earset/Headset with Microphone.

Each teacher will be provided a headset or earset with microphone. This should be worn while teaching as it will be an essential tool for LiveStreaming. It is important to begin charging it in same location every night.

Seating Chart

Teacher must have a seating chart and have it documented.

Employees only

- All Employees will be required to read and sign the [Employee Acknowledgement of Safety and Health Procedures.](#)

Employee leave options/protocol for COVID-related illness

1. Symptoms exhibited during the day
 - a. If anyone becomes sick during the day, they should be immediately taken to the Wellness Room (Room 109) in order to separate them.
 - b. Room 109 will be closed off from others then cleaned and disinfected.
 - c. Those exposed to person with COVID-19 which constitutes Close Contact will be informed and sent home to self-quarantine and self-monitor for symptoms over the next 14 days.
 - d. If the infected person appears to have been in multiple parts of the building and appears to pose a risk to the community, the school may close for up to two days for sanitizing.
2. Emergency Paid Sick Leave Under FFCRA
 - a. For employee experiencing symptoms of COVID-19 and seeking treatment/diagnosed with COVID-19 and quarantined:
 1. Up to 10 days of wages at 100% of regular rate with a cap of \$511 per day
 - b. For employee caring for someone under quarantine or isolation order/caring for a child whose school or daycare is closed due to pandemic:
 1. Up to 10 days of wages at 2/3 of regular rate with a cap of \$200 per day
 2. Other reasonable accommodations can be offered prior to extending offer of EPSL
3. Emergency Family Medical Leave
 - a. For employee caring for a child whose school or daycare is closed due to pandemic:
 1. Up to 2 weeks of unpaid leave (to run Concurrent with EPSL if possible)
 2. 10 weeks of wages at $\frac{2}{3}$ regular wages with cap of \$200 per day
 3. Other reasonable accommodations can be offered prior to extending offer of emergency paid family leave
 4. Employee must be employed by school for at least 30 days

4. Employee leave options

- a. Employee PTO balance and annual 10-day sick leave
- b. Sick Leave Pool can be petitioned for an additional 5-day sick leave
- c. Long term disability (policy definition of sick/illness and qualifying requirements noted in policy)
- d. FLMA (12 week of unpaid leave to take care of self or family member)

It is the employee's responsibility to check PTO/sick leave balances in Checkwriter's.

Travel

Non-essential travel is discouraged. Travel to areas experiencing a COVID-19 outbreak could result in a 14-day quarantine. See consult the [KDHE website "Travel & Exposure Related Isolation/Quarantine"](#)

Sources and Decision-making

Due to the evolving nature of the pandemic, this document will be unable to answer all questions relating to re-opening our campus for the 2020-2021 school year. There are multiple documents provided by KDHE, CDC and Shawnee County government that Topeka Collegiate will continue to consult when making decisions that pertain to COVID-19. The list below provides a snapshot of the resources we are utilizing as part of our decision-making process, both as a Leadership Team and on the Eagles360 Taskforce. To request a copy of these documents, or to get additional questions answered, please email sayhello@topekacollegiate.org.

- COVID-19 in School Settings (Shawnee County Health Dept.)
- Decision Metrics to Adjust School Restrictions (Shawnee County Health Dept.)
- Case Investigation and Contact Tracing in Shawnee County Schools (Shawnee County Health Dept.)
- K-12 Schools During the COVID-19 Pandemic; Modified Isolation and Quarantine Requirements (KDHE)
- Information for School Nurses/Administrators (Shawnee County Health Dept.)
- Shawnee County School Assessment and Referral Algorithm for COVID-19
- Releasing Cases and Contacts from Isolation and Quarantine (KDHE)