

Kingman Academy of Learning

2020-2021

“Return to Learn”



#We^{KA}reFamily

Kingman Academy of Learning, 3410 N. Burbank, Kingman, AZ 86409

(928) 681-2400

Message from the Executive Director

Hello to all of our KAOL Nation!!

It is my honor and privilege to be able to lead Kingman Academy of Learning into this unpredictable and unprecedented school year. With the help of all of our building leaders, directors, teachers, and all KAOL Staffuly, we believe that KAOL has developed an excellent plan for a safe and healthy return to the 2020-2021 school year.

It has been quite a summer. We empathize with all of our stakeholders on how difficult this time has been. When this all began on March 16th, we had no idea that we would be in this situation when the 2020-21 school year started. KAOL greatly misses all of our families and our students. We miss the smiles, we miss the events, and we miss those incredible moments of learning that take place every day in our classrooms. We especially miss those personal relationships that are so important to what Kingman Academy is all about. I have no doubt that eventually we will be back to traditional instruction with all of our students on campus, where these very important relationships will be forged again.

As Executive Director, I am committed to keeping all of our Staffuly, students, and parents as informed as possible at all times. Please be diligent checking your email from KAOL, social media postings and KAOL app notifications. If you have not been receiving emails from KAOL, please call the School Support Center so we can remedy this situation. Additionally, I encourage everyone to download the KAOL app and allow for push notifications. This is the fastest way to get the quickest updates. Please also refer to our school website (kaolaz.org) for the KAOL Distance Learning Plan, as well as our face covering policy, on-site learning opportunity policy during times of distance learning, and our COVID-19 mitigation strategies.

KAOL will continue to follow recommendations from the Arizona Department of Education, CDC, and our state and local health agencies throughout the 2020-2021 school year to guide our reopening strategies and decisions. Sometimes these recommendations come at short notice and usually at the end of each school week. I thank all of you for your continued patience and willingness to adapt as we navigate through this school year, as things may change at a moment's notice.

Hang in there KAOL Nation. We will all get through this together. Thank you all for your continued support of Kingman Academy of Learning.

Eric Lillis
Executive Director
Kingman Academy of Learning

#WeAreFamily

KAOL “Return to Learn” is guided by the following principles:

- 1. Kingman Academy of Learning will continue to prioritize quality education for all students. An education that provides continuity of learning and that is engaging and challenging regardless of the instructional model in which students are learning during the school year.**
- 2. KAOL will prefer in-person learning over distance learning whenever it is safe to do so.**
- 3. KAOL will prioritize student and staff health, safety and well-being.**
- 4. KAOL will promote good personal hygiene and health-related policies that are research-based, clearly communicated, effectively implemented, and consistently enforced.**
- 5. KAOL will consistently promote practices and policies to reduce the risk of virus transmission and support our capacity to be responsive and flexible when facing changing health circumstances.**

As we all return to learn, KAOL strides to shape a positive school culture and positive learning experiences within these challenging and unpredictable times. KAOL will continue to operate under the guidance of public health officials, Centers for Disease Control (CDC), Arizona Department of Education (ADE), and other governmental agencies.

Learning Plans

Traditional In-Person Learning

As KAOL moves back to traditional learning, school leadership has a plan that balances in-person learning with student and staff safety.

The goals of this plan are the following:

1. To reduce the spread of infectious disease through the cleaning of facilities and safety procedures.
2. To provide continuity of instruction for all students
3. To ensure continued health and well-being for all students and staff.

Student Learning:

1. Grades K-12
 - a. Students will attend regular classes Monday through Thursday, based on the adopted school calendar.
 - b. Students will be separated by “cohort” when feasible, thus reducing the amount of mixing among large groups of students.
 - c. Social distancing will be observed whenever possible and/or feasible.
 - d. When social distancing is not possible, cloth face coverings/masks will be required.
 - e. Additional mitigation strategies can be found later in this document (Health and Safety) as well as in the KAOL Mitigation Plan found on the school website (www.kaolaz.org).
2. Instructional Support
 - a. Students with an IEP or a 504 plan, as well as those students who receive EL services, will continue to receive services from teachers and paraprofessionals.
3. Contact Information
 - a. Kingman Academy School Support Center (928) 681-2400
 - b. Kingman Academy Primary School (928) 692-2500
 - c. Kingman Academy Intermediate School (928) 681-3200
 - d. Kingman Academy Middle School (928) 692-5265
 - e. Kingman Academy High School (928) 681-2900

Building Expectations

1. School Support Center and All School Buildings
 - a. SSC and school hours will continue to be 7:00 a.m. – 5:00 p.m., Monday through Thursday
 - b. Shirt Store is will be open 7:00 a.m. – 4:30 p.m. Monday through Thursday

Facilities

1. Each facility (and all buses) will be thoroughly cleaned and disinfected each day.
2. Any area that has been used for quarantine will be closed for 24 hours before custodial staff enter and thoroughly clean the area.

Extended School Closure: Distance Learning Plan

If we again move into a time of an extended school closure to in-person instruction, the KAOL School Leadership Team has worked to develop a learning plan that works for all students.

We recognize that distance learning does not replace the classroom experiences in which all students engage each day, and the challenges that meet our students will still be there. However, we believe it is vital to keep students connected to schools to continue their learning, and to engage our students with one another virtually, and with the teachers and staff in our schools to the best of our ability on a daily basis. The following plan has been developed as a temporary instructional model with the intent of returning to in-person instructional learning when safe and appropriate. Additionally, KAOL may be required to return to this model throughout the 2020-2021 academic year if schools are forced to once again close due to health concerns.

Student Learning:

1. Grades K-12
 - a. Teachers will use online learning platforms, such as Class Dojo, Google Meets, Google Hangouts and Google Classroom, with video capabilities to post lessons and interact with students.
 - b. All teachers will hold office hours designated by each school's administration.
 - c. Students will access lessons through family devices. Students who do not have access to a family device may inquire about checking out a device from KAOL, if available.
 - d. If further options are needed, please contact your individual school.
 - e. KAOL will provide a safe space for students to work when they are not scheduled to be at school for in-person learning. This includes, but is not limited to, students who do not have access to broadband internet or a device to continue to learn. Please contact your individual school's administration for information.
2. Instructional Support
 - a. Students with an IEP or a 504 plan and those students who receive EL services will continue to receive services from teachers and paraprofessionals.
 - b. These services may include virtual instruction, delivery and/or pick up of materials, and some in-person support during designated office hours.

3. Staff Expectations

- a. All staff are expected to work physically from their designated school building unless health department recommendations contraindicate this expectation.
- b. All staff members will schedule each work day so that it will match, as much as possible, the regular school day in length.
- c. Staff members will check and respond to email at least twice per day and return emails within 24 hours.
- d. Teachers will provide time each day for virtual office hours, online instruction, student feedback, and parent/guardian communication. Specialists (Art, PE, reading specialist, etc.) will continue to interact with students electronically as well.
- e. Special education teachers and paraprofessionals will provide support for students and will be expected to meet with students virtually.
- f. Staff not providing instruction will be reassigned to support roles as needed.
- g. Bus drivers will continue to run regular routes and be available for students who need a safe place to work at school, even during extended school closures.
- h. Custodians will continue to clean the campus and all areas daily. Each facility will be thoroughly cleaned and disinfected during school closures. School procedures and cleaning protocols will strictly be followed.

Family Expectations

1. Ensure that students are completing daily distance learning assignments.
2. Stay in touch with your school and with your teachers. Continue to follow announcements through email, social media, school app, etc. Check email frequently.
3. Ensure that your students have the materials and technology they need to be successful.
4. Protect time for students to engage in online instruction and complete assignments.
5. Create a quiet and organized workspace for students to engage in online instruction.
6. Ensure students are emailing and verifying their attendance each day as they login in to their remote platform.

Choosing the KAOL Distance Learning Plan (when school is open to in-person instruction)

Kingman Academy of Learning is sympathetic to our families and to our students who are not comfortable returning to traditional in-person learning. Families who choose this option must commit to the KAOL Distance Learning Plan for a period of 9 weeks (one grading period). Following that time period, if they choose, those students may then return to the traditional classroom.

1. Student Learning - Grades K-12
 - a. Teachers will use online learning platforms, such as Class Dojo, Google Meets, Google Hangouts and Google Classroom, with video capabilities to post lessons and interact with students.
 - b. All teachers will hold office hours designated by each school's administration.
 - c. Students will access lessons through family devices.
2. Instructional Support
 - a. Students with an IEP or a 504 plan, and those students who receive EL services, will continue to receive services from teachers and paraprofessionals.
 - b. These services may include virtual instruction, delivery and/or pick up of materials, and some in-person support during designated office hours.
3. Staff Expectations
 - a. Teachers will have scheduled office hours to communicate with students who choose the distance learning plan.
 - b. Staff will check and return all emails within 24 hours.
4. Family Expectations
 - a. Ensure that students are completing daily distance learning assignments.
 - b. Stay in touch with your school and with your teachers. Continue to follow announcements through email, social media, school app, etc. Check email frequently.
 - c. Ensure that your students have the materials and technology that they need to be successful. Families who choose this option must have reliable broadband internet and a device compatible with the Google platform. (Smart phones are not recommended).
 - d. Protect time for students to engage in online instruction and complete assignments.
 - e. Create a quiet and organized workspace for students to engage in online instruction.
 - f. Ensure students are emailing and verifying their attendance each day as they login in to their remote platform

Return to School: Hybrid Learning Model

As we transition from full-time distance learning into traditional learning, your KAOL Leadership Team, and your teachers and staff have worked diligently to develop a hybrid learning plan that balances distance learning with traditional in-person instruction.

The goals of this plan are:

1. To reduce the spread of infectious disease through social distancing and teaching/re-teaching safety procedures.
2. To provide for continuity of instruction for all students.
3. To ensure the continued health and well-being of all staff and students.

KAOL recognizes that the hybrid learning model does not replace the typical classroom experience in which students engage with one another each day. However, we believe that it is vital to keep students connected to schools, to continue learning, and to engage them with one another and with the adults in our schools to the best of our ability on a daily basis. Therefore, the following plan has been developed as a temporary instructional model with the intent of returning to daily face-to-face learning when appropriate.

Student Learning

1. Grades K-12
 - a. Students will be divided into A and B groups.
 - b. Group A students will attend in-person instruction on Monday and Wednesday, with distance learning taking place on Tuesday and Thursday.
 - c. Group B students will attend in-person instruction on Tuesday and Thursday, with distance learning taking place on Monday and Wednesday.
 - d. Additional mitigation strategies can be found later in this paper (Health and Safety) as well as in the KAOL Mitigation Plan found on the school website (kaolaz.org).
 - e. A safe place for students to learn on campus will be provided to students for on-site learning opportunities and support during distance learning days. This may include, but is not limited to, students who are in need of an electronic device and/or broadband internet. How this will look at each campus will be determined by the building leader.
2. Communication
 - a. When students are not on campus, they will check-in via their remote platform (Google Classroom or Class Dojo) during each day for attendance and to check for updates on assignments.
 - b. Students should contact teachers during regularly scheduled office hours. These times will vary by campus and by teacher.
3. Alternatives to online learning
 - a. For students lacking access to a compatible device (cell phones are not recommended), a Chromebook may be checked-out for student use, if available.

- b. For students lacking access to broadband internet, KAOL will have computer labs available for students in need of a safe place to learn.
4. Instructional Support
- a. Students with IEPs or 504 plans, and students who receive EL services, will continue to receive services from teachers and paraprofessionals each day whether in-person or virtually.

Employee Expectations

1. Teachers Expectations
 - a. All staff members will work their regularly scheduled hours on campus Monday through Thursday.
 - b. Teachers will have regular office hours at the end of each school day where they can be reached for additional instruction and information. Teachers who are specialists (Art, Physical education, Reading Specialist) will interact with students electronically, also holding regular office hours.
 - c. Special Education and EL teachers will continue to provide support for students, and may be expected to do so electronically during regular office hours.
 - d. Counselors will hold office hours and communicate directly with students/parents and staff, virtually if needed.
2. Paraprofessional Expectations
 - a. Will perform duties defined by immediate supervisors in support of students. This may include instruction, delivery/pick-up of materials, in-person support for students with IEP/504/EL/Intervention Plans, and virtual instruction and support.
3. Transportation Expectations
 - a. KAOL will continue to provide transportation each day of the scheduled school week.
4. Custodial Expectations
 - a. Follow all updated cleaning procedures and daily protocols and use enhanced cleaning procedures in the evenings.
 - b. Each facility and bus will be cleaned and disinfected each day

Family Expectations

1. Ensure that your student is completing assignments when distance learning.
2. Keep an open dialogue with your student's teacher and with all school personnel.
3. Continue to check correspondence (email, social media, and app notifications) daily from the school.
4. Ensure that your student has access to instructional materials and needed technology.
5. Create a quiet workspace for your student to complete online instruction
6. Ensure that students are emailing/logging into the distance learning platform in order to verify attendance each day.

Employee and Student Safety

For the health and safety of our students and staff, Kingman Academy of Learning schools and administrative buildings will be following the procedures and protocols listed below. These plans continue to be based on the most current guidance and recommendations of the CDC, the Arizona and Mohave County Health Departments, and the Arizona Department of Education. These procedures are designed to help slow the spread of COVID-19 and minimize the exposure to our students and staff.

Visitor Restrictions

KAOL will not be allowing visitors or volunteers to any of our school classrooms until further notice. Building visitors will be required to stop at the school office, will be health screened, and must have a face covering when entering the school building.

Employee and Student Screening and Protocols

Health and Wellness starts at home. Whether you are a student or a member of our staff, please stay home when you are sick and/or running a fever. KAOL will encourage and require employees and students to stay home when they (a) feel sick, (b) have tested positive or are showing COVID-19 symptoms, or (c) have recently had close contact with a person with COVID-19. With this in mind, Kingman Academy of Learning will not be recognizing perfect attendance during the 20-21 school year.

Health screenings will take place each morning for all staff and students. Staff will be screened immediately upon entering the school building. Students will be screened before entering the classroom or directly after entering the classroom. This screening will include a temperature check and general health questions related to COVID-19 symptoms including, but not limited to:

Fever or chills	Difficulty breathing
Cough	New loss of taste and/or smell
Headache	Sore throat
Fatigue	Congestion or runny nose
Muscle or body aches	Nausea or vomiting
Shortness of breath	Diarrhea

All screening information will be kept confidential.

Health Protocol

Upon arrival to school and following the health check, if a staff member or a student presents an elevated temperature of 100.4 or greater, they will be required to leave campus immediately.

Staff members returning to work and students returning to school must follow these guidelines before returning:

1. If a student or a staff member is symptomatic, and has tested positive for COVID-19:
 - Stay at home away from others or under isolation precautions until you have had no fever for 72 hours (3 days) without fever-reducing medication

AND

- All other symptoms have improved

AND

- At least 10 days have passed since symptoms first appeared

2. If a student or a staff member is symptomatic and has tested negative for COVID-19:

- Stay at home away from others or under isolation precautions until you have had no fever for 72 hours (3 days) without fever-reducing medication

AND

- All other symptoms have improved

3. If a student or a staff member is symptomatic and has NOT been tested for COVID-19:

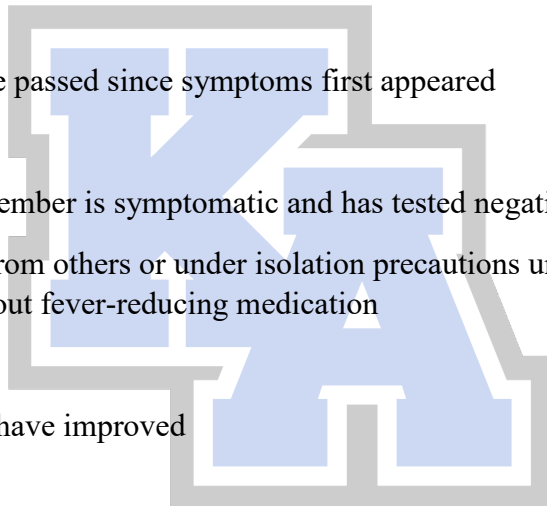
- Stay at home away from others or under isolation precautions until you have had no fever for 72 hours (3 days) without fever-reducing medication

AND

- All other symptoms have improved

AND

- At least 10 days have passed since symptoms first appeared



Social Distancing

Social distancing is simply the act of staying separated with the goal of limiting the spread of a contagion between individuals. Kingman Academy of Learning will encourage and emphasize to all staff members, students and parents to practice staying approximately 6 feet away from others and eliminating contact with others. KAOL is committed to following social distancing practices in our schools in all situations that we are able to control. Significant signage will be posted on campus encouraging social distancing and healthy habits.

Social distancing strategies at KAOL Preschool

- “Cohort” classes to minimize crossover among children and adults within the school.
- Socially distance students in the classroom whenever feasible.
- In-class furniture spaced apart and students asked to face the same direction.
- Utilize outdoor spaces when possible.
- Limit unnecessary visitors into the classroom.

Social distancing strategies at KAOL Primary School Grades K-2 and KAOL Intermediate School Grades 3-5

- “Cohort” classes to minimize crossover among children and adults within the school.
- Move desks and/or separate tables 6 feet apart where possible. Student desks facing the same direction.
- Minimize large group activities within the classroom.
- No large group or school-wide activities, assemblies, field trips or gatherings.
- Utilize outdoor spaces when possible.
- Stagger release times for lunch and recess. Separate recess times by class to minimize crossover among children and adults.
- Separate classes in the cafeteria to minimize crossover.
- Plastic dividers in classrooms at tables and between desks where feasible.

Social distancing strategies at Kingman Academy Middle School Grades 6-8

- “Cohort” classes to minimize crossover among children and adults within the school.
- Move desks and/or separate tables 6 feet apart where possible. Face desks and chairs the same direction.
- Minimize large group activities within the classroom.
- No large group or school-wide activities, assemblies, field trips or gatherings.
- Utilize outdoor spaces when possible.
- Stagger release times for lunch and recess. Separate recess and outdoor times by class to minimize crossover among children and adults.
- Separate classes in the cafeteria to minimize crossover.

Social distancing strategies at Kingman Academy High School Grades 9-12

- Adoption of one-way hallways to reduce the amount of cross traffic during passing time.
- Move desks, tables, teacher desks etc. 6 feet apart when possible.
- Teachers will remain at least 6 feet from students when possible if not disruptive to the educational process.
- No large group or school-wide activities, assemblies, rallies, field trips or gatherings.
- Utilize outdoor spaces when possible.
- Separate students and tables in the cafeteria.

Restroom usage during the School Day

Maximum capacities will be established for each restroom facility that allows for social distancing. This capacity will be posted on each restroom door.

Physical Guides/Signage

All KAOL campuses will have significant signage and physical guides, such as arrows, hand-washing and good personal hygiene reminders, and physical distancing markers on the floors and on the walls throughout the school buildings. Arrows to promote one-way or direction that students and staff should travel to avoid classroom mixing. Physical distancing markers to promote these practices while in common areas and in hallways.

Personal Protective Equipment (PPE)

Face coverings/masks

- Face coverings protect others if the wearer is infected with a virus and is not aware, as well as offering some level of protection for the wearer. Kingman Academy of Learning requires that all students, over the age of 5, wear a face covering/mask when they are unable to effectively social distance in or out of the classroom. KAOL will provide instances throughout the school day where students will be allowed to remove their masks where social distancing can be maintained.
- KAOL requires all employees to wear a face covering while in the classroom with any other individuals, including students. Face coverings are also required for any employee working in an open office setting or a shared office, attending a meeting in a conference room, classroom, or enclosed space, while working or gathering in a common-use area, or when interacting with other school staff, students, visitors or parents, particularly when social distancing is difficult to maintain.
- Kingman Academy of Learning also understands that there are instances when face coverings are not always possible or appropriate in the school setting such as when a student and/or staff member may have a medical condition that contraindicates the use of a mask, or when the use of a face covering may impede the educational process. In these

cases, the use of a clear face covering or face shield may be used when social distancing is not feasible.

- Documentation from a healthcare provider indicating that a student or a staff member cannot wear a cloth face covering, or anyone who is unable to remove a face covering without assistance will not be required to wear a face covering while at school. Alternate methods of protection will be discussed with parents and staff.
- KAOL will have masks available for staff and students, but ask that parents provide the proper face covering for their students each day. We ask that parents thoroughly and consistently clean and wash cloth face coverings daily. Face coverings must meet dress code and be appropriate for the school environment.
- Each KAOL employee will be provided a face covering for the 2020-2021 school year.
- All visitors to any Kingman Academy of Learning buildings will be required to wear a face covering/mask as they enter the building.
- Additionally, KAOL will follow any local and/or state face covering requirements or mandates.

Gloves

Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need for hand washing. Students and staff will be encouraged to wash their hands properly, as this is one of the main defenses against any virus. Disposable gloves will be available in each classroom and in each school office for use. Students and staff will understand how the proper use and proper removal of gloves reduces the risk of being exposed to contamination.

Students and staff will be encouraged to wash and/or sanitize their hands upon each entry and exit to the classroom, and upon arrival to school, after being outside for physical activity, and before and after lunch.

- Washing hands for a minimum of 20 seconds with soap and water.
- Using hand sanitizer with at least 60% alcohol frequently throughout the school day. Each school classroom, school entrances, and gymnasiums will be equipped with touchless hand sanitizing stations for student and staff use.
- Avoid touching your eyes, nose and mouth.
- Cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze and properly dispose of the tissue. Wash or sanitize hands following disposal of the tissue.

Kingman Academy of Learning staff will use signage to indicate in each classroom the area for and expectation of hand sanitizing and disinfecting. Staff and students will be asked not to visit another classroom or cohort outside of their room or grade level.

Shared Workspace

All staff members are encouraged to disinfect their own workspace multiple times throughout the day, giving more attention to commonly touched surfaces. Cleaning sprays and wipes will be available in each classroom and available to clean and disinfect frequently touched objects such as desktops, telephones, keyboards, etc. The KAOL custodial staff will clean and disinfect all student and staff workspaces at their designated cleaning times as well.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety.

- Offices – KAOL will limit the number of staff and students in the main office in order to maintain effective social distancing and while the risk of infection exists.
- Conference Rooms – Most conference rooms will be closed for large group meetings until further notice. Signage indicating capacity limits will be placed on conference room doors. When possible, required meetings will use Zoom or Google Meets as a virtual option. If not possible, meetings will take place in a classroom or gymnasium so that social distancing requirements can be followed.
- Breakroom/Teacher Lounge – Although not closed, teachers will be asked to not gather in teacher lounges in numbers that do not allow for social distancing. Staff members will be asked to wear face coverings when in teacher lounges while using appliances such as coffee machines, refrigerators, and microwaves.
- Copy Rooms – Access will be limited to copy rooms and/or areas where copy machines are used frequently. Staff members will be asked to wear face coverings when in the copy room.

Travel Restrictions

Kingman Academy of Learning will discontinue travel to conferences and workshops until further notice.

Facilities Cleaning

The safety of our students and staff at KAOL is our first priority. Upon reopening, our schools have been thoroughly cleaned and disinfected and we will continue to adhere to all necessary

safety precautions. All classrooms, hallways and offices have been deep cleaned and will continue to be deep cleaned and disinfected each evening throughout the school year. The cleaning steps outlined below will be followed consistently to disinfect workplace surfaces, chairs, tables, playground equipment, etc. to protect students and staff and reduce the spread of the infection.

Disinfection Measures

Category	Area	Frequency
<i>Workspaces</i>	Classrooms, Classroom desks, Offices, Office Desks	At the end of each use/day in-between classes and/or transitions
<i>Appliances</i>	Refrigerators, Microwaves, Coffee Machines	At the end of each use/day/in-between use
<i>Electronic Equipment</i>	Copy Machines, Computer Monitors and Keyboards, Televisions, Telephones	At the end of each use/day/in-between use
<i>General Used Objects</i>	Door Handles, Light Switches, Sinks, Water Bottle Fillers	3-4 times a day
<i>Buses</i>	Bus Seats, Handles/Railing, Belts, Window Controls	After each use
<i>Common Areas</i>	Cafeteria/Cafeteria Tables, Library, Conference Rooms, Gyms, Office Counters and Plexiglass	At the end of each use/day; in-between groups Minimum 3-4 times/day
<i>Restrooms</i>	Sinks, toilets, urinals, hand dryers, mirrors, door handles will be sprayed and wiped down as well as floors mopped and disinfected.	2-3 times/day. After lunch, and at the end of each school day.

Staff may be expected to clean and disinfect workspaces and materials when the need arises. Cleaning and disinfecting solutions, and wiping towels, will be readily available in each classroom for staff use.

Student Materials

Students will have their own instructional materials in order to limit the sharing of items when feasible (pencils, crayons, markers, books, technology, etc.). Science labs, art classes, physical education classes and others, may require alternative lesson plans to limit the contact of shared supplies and reduce the spread. All shared equipment will be disinfected after each use.

Transportation

Kingman Academy of Learning is happy to provide transportation to our students. We are continuing to make the necessary accommodations and changes to our bus routes and to our buses, so that students who choose this mode of transportation stay safe and healthy.

With the recommendations from the CDC and our state and local health departments, and in order to effectively reduce the number of students riding the bus, we are encouraging our KAOL families to find alternate modes of transportation to and from school. All school bus rules of conduct will continue to apply, and below are some things that will look different on the buses at KAOL this year:

1. All students who ride the bus will be required to wear a mask before boarding and for the duration of the bus ride. Parents will be asked to provide appropriate face coverings/masks for their student each day. Students who have a medical condition that contraindicates the use of a face covering will be given an assigned seat near the front of the bus. The proper documentation of this medical condition must be on file with the transportation department before this requirement will be waived for any student.
 - Students who arrive at the stop without a mask will be given a face covering so they can ride the bus that day. No students will be left at a bus stop. However, any student who attempts to board the bus three times without a mask will lose transportation privileges for the remainder of the semester. Parents will be contacted through the transportation department about next steps. Please make sure your children are prepared with the proper face coverings to ride the bus.
2. Students will be asked not to board the bus if they exhibit any of the symptoms mentioned previously. Drivers will visually check students and if symptoms exist:
 - a. If parents are at the bus stop, the student will return home with the parents.
 - b. If parents are not at the bus stop, a student will be provided a mask, isolated on the bus and socially distanced from other students. Once this student arrives at school, they will be brought to the office for further evaluation.
3. To reduce the number of children on bus routes, and allow us to properly socially distance on our buses when feasible, students who live within a determined mileage from KAOL will not be transported to and from school. (.75 miles from KAOL for students K-5, and 1.0 miles from KAOL for students 6-12) Please contact the KAOL Department of Transportation or the KAOL School Support Center for questions regarding this mileage requirement.
4. Students will have assigned seats so the same students sit together each day. KAOL will do its best to seat students by classroom cohort.
5. Students will load the bus from back to front to avoid additional cross trafficking.
6. Parents will not be allowed on the bus except for emergency purposes.

Procedures for a COVID-19 Symptoms or a Positive Test

The Centers for Disease Control and Prevention (CDC) and the Arizona Department of Education (ADE) recommend that reopening and closing decisions be driven by the current trends and the spread of COVID-19 in our community and in our county. KAOL will be open for traditional in-person learning when it is safe to do so. We will then transition into distance learning (remote learning) when the need arises due to COVID-19 in the classroom, school or charter-wide. These decisions will be made in consultation with the Governing Board, and in coordination with the Arizona Department of Health Services (ADHS), and Mohave County Health and Human Services.

KAOL will coordinate with the Mohave County Health Department in the event of a positive test and coordinate as appropriate for contact tracing. KAOL is bound by the Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Rights and Privacy Act (FERPA) and will honor and protect the privacy of the individuals impacted. Communications and notifications pertaining to a positive case will follow the direction and recommendations of the Mohave County Health and Human Services Department.

Students

If a teacher or staff member notices a student exhibiting symptoms of COVID-19, the following procedures will be followed:

1. The main office and health clerk will be notified immediately of the student's departure from class and of their symptoms.
2. The student will be sent to the main office.
3. The health clerk/secretary will assess the symptoms in an isolated room away from office business and traffic.
 - a. For example, if a student only has a runny nose (or any single symptom), and the health clerk observes that there are no other symptoms, parents will then be contacted. The health clerk will then inquire as to whether the student has shown any other symptoms of COVID-19, or there has been any recent exposures to COVID-19. If the parent answers no to both of these questions, then the student will be allowed to return to class, and that student will be monitored and health checked throughout the remainder of the day.
 - b. If the student has health information on file that confirms a diagnosis of asthma or other respiratory conditions, but has no other symptoms of COVID-19, parents will again be called. The health clerk will then inquire as to whether the student has shown any other symptoms of COVID-19, or there has been any recent exposures to COVID-19. If the parent answers no to both of these questions, then the student will be allowed to return to class.

- c. If the student shows multiple symptoms of COVID-19, including, but not limited to, a temperature of 100.4 degrees, the student will be immediately isolated and parents will be notified for immediate pick up from school. If parents are not available, an emergency contact will be called.
4. Areas that have been deemed exposed may be closed off for a prolonged period.
 - a. Cleaning and disinfection will begin as soon as feasibly possible in the exposed areas, per CDC and ADHS guidelines.
 - b. If feasible, doors and windows will be opened to increase the circulation of air in the exposed areas.
5. KAOL will determine whether staff members or students may have been exposed to the symptomatic individual within six (6) feet for an extended period of time (typically longer than 15 minutes).
 - a. If so, KAOL will notify those individuals (or parents/guardians of students) of the potential exposure.
 - b. The name of the individual who has become sick will not be disclosed.
 - c. These individuals should monitor their health closely and contact their health care provider if possible. Self-quarantine if any symptoms develop.

The health clerk/office secretary will immediately report the situation to ONLY individuals that are authorized (Building Principal, Human Resources, Executive Director). Confidentiality must be maintained throughout the process.

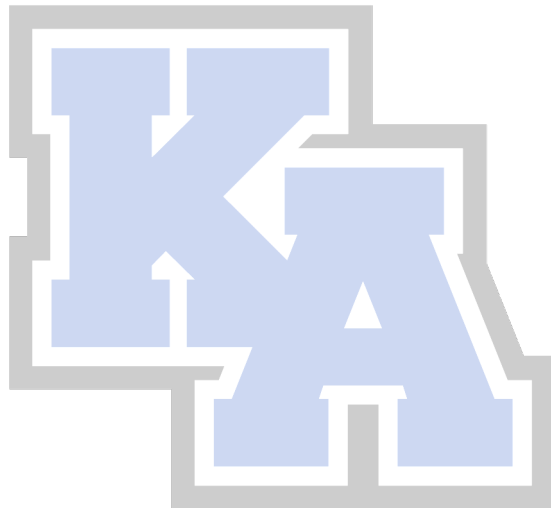
Employees/KAOL Staff

If a KAOL employee develops symptoms while at work:

1. Separate the employee from all students and staff, ensure that the staff member wears a mask at all times. Send the staff member home in a safe manner.
 - a. If able to self-transport, staff member is allowed to leave on their own.
 - b. If not able to self-transport, contact a family member or emergency contact.
 - c. If staff member is in medical distress, contact 911.
2. Close off any areas that were exposed to the symptomatic staff member for a prolonged period.
 - a. Remove all individuals from the exposed areas.
 - b. If feasible, open doors and windows to increase the circulation of air.
 - c. As soon as feasibly possible, thoroughly clean and disinfect the exposed areas per CDC and local health department guidelines.
3. Determine whether other employees or students may have been exposed to the symptomatic individual within six (6) feet for a prolonged period of time. (Longer than 15 minutes)
 - a. The name of the individual that is sick will NOT be disclosed.
 - b. Individuals that are exposed should monitor their health closely, review symptoms, contact health care provider and self-quarantine if symptoms develop.

- d. Notification will be made if there is a positive COVID-19 test result, and KAOL will notify individuals of the potential exposure.
- c. The health clerk/secretary will immediately report the situation ONLY to authorized individuals (Building Principal, Human Resources, and Executive Director). Confidentiality will be maintained.

Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the school buildings until one of the scenarios previously mentioned in this document have been met (Health Protocol).



KAOL

Frequently Asked Questions

Will the distance learning option be available at all schools and at all grade levels?

Yes. Even if KAOL is open to traditional in-person instruction, the KAOL Distance Learning Plan will be available to all families K-12 who are not yet comfortable returning to school.

Will I be able to change my learning option throughout the school year?

Yes, but only at certain times. If a student begins the school year or grading period in the Distance Learning Plan, they must remain in that option for 9 weeks, or until the end of the grading period.

If a student begins the school year traditionally with in-person instruction and would like to switch to the Distance Learning Plan, they will be allowed to do so, but must stay with that option for the remainder of the grading period.

If I am not comfortable with either option, what choices do I have for my student?

At Kingman Academy of Learning, there are only the two options. Traditional in-person learning and the KAOL Distance Learning Plan. If families are interested in another online instructional program, they must withdraw their student from KAOL to join that program.

How many hours per day will my student be working if we choose the KAOL Distance Learning Plan?

This will vary by school and by teacher. All required activities and work will be downloaded into the Google Classroom or Class Dojo. The amount of time spent on assignments and activities will depend on the teacher and by the grade level.

How is my child counted for attendance if they choose the KAOL Distance Learning Plan?

As soon as each student enters their Google Classroom and completes the “attendance” assignment, they are counted as present for school that day.

Will the same content be taught in the traditional in-person classes and in the Distance Learning option?

Yes. KAOL will continue to focus on a challenging and engaging curriculum based on the Arizona State Standards for College and Career Readiness in all of our instructional models.

Will my child receive the same amount of instruction in the Distance Learning option as they would in the traditional classroom?

No. The amount of instruction will not be the same. KAOL will strive to work with our Distance Learning students each and every day during scheduled office hours.

Will students in the Distance Learning program be graded the same way as the traditional students?

Yes. All students will earn grades consistent with school and governing board policies.

Will transportation be provided?

Yes. KAOL transportation will run its regular routes each school day. If KAOL is open to traditional in-person learning, please refer to the previous section in this paper regarding transportation. *If KAOL is closed to traditional learning, bus routes will still continue to run for those students who are in need of a safe place to learn. This may include, but is not limited to, students who are in need of broadband internet and/or a device to be able to complete their work.* This will vary by school site.

Will devices (Chromebook) be available for student use? Check-out?

Yes, depending on availability.

Will all staff members be expected to wear face coverings?

Yes. When staff are in the same room with children they will be required to wear face coverings. Additionally, staff members may be exempt if they have a health condition that contraindicates the use of a face covering. Alternative methods will be discussed.

During traditional and hybrid instruction, will students be required to wear a mask?

All of our schools will adhere to all appropriate health and safety guidelines and recommendations from the CDC, Arizona Department of Education, state and local health departments, and the City of Kingman. When students are unable to socially distance effectively, they will be asked to wear the proper face covering. There will be instances when students will be allowed to remove their face covering throughout the school day.

What health screenings will take place on the school campus if schools are open to traditional in-person learning?

Health and wellness starts at home. Please do not send your children to school if they are exhibiting symptoms of COVID-19. Once students arrive at school, each student will be health screened as they enter their classroom/school each day. Random health screening will continue throughout the school day as needed.

What is passive screening?

Passive Screening involves symptom checking at home before school each day by parents/guardians. Common symptoms of COVID-19 include fever, cough, shortness of breath, difficulty breathing, shaking and chills, muscle pain, headache, sore throat, or new loss of taste and smell (per CDC and public health). Students with symptoms of COVID-19 should remain at home in isolation a minimum of 10 days from the onset of symptoms, plus 3 days after resolution of fever (without medication) and improvement of other symptoms.

How will KAOL promote social distancing?

Each school will provide visual markings and signage in common areas including hallways. KAOL will continue to educate our students on the importance of social distancing. Please also refer to the Health and Safety section of this document for more specific information on how each KAOL campus will promote social distancing.

How will physical and social distancing be promoted at recess and in the cafeteria?

Cafeteria tables will face the same direction with a limited number of students at each table. K-8 cohorts will be separated from other cohorts while at lunch and while on the playground. Activities will be limited to those that do not involve close physical activity with other students or equipment. K-8 recess will be staggered to reduce the mixing of students.

How will KAOL respond if there is a positive COVID-19 case of a student or of a staff member?

In partnership with the Mohave County Department of Health and Services, KAOL will conduct contact tracing in accordance with CDC guidelines and will alert all individuals with whom the positive COVID-19 individual has come into contact at a school facility.

How much notice will parents and families receive when KAOL must transition into a different learning model due to an unplanned or required closure?

Parents will receive reasonable notice before any transition and as soon as KAOL has been recommended to transition. KAOL will do its best to transition during the most appropriate times in order to minimize a disruption in learning. Parents, students and families should stay diligent with reading all emails, social media posts and app notifications from KAOL throughout the school year.

If there are any other questions or concerns, please contact the Executive Director, Eric Lillis, at the KAOL School Support Center, or your building principal.

We love our students and our families!

#WeAreFamily

