



**RIVERWOOD COMMUNITY SCHOOL**  
EDUCATING THE WHOLE CHILD

# **Parent Handbook 2020-21**

## **COVID-19 Guidelines Addendum**

**\*These guidelines are subject to change and required by the WA Department of Health.**

December 4, 2020

# Table of Contents

|   |    |
|---|----|
| Letter to Families.....                                 | 3  |
| School Operation Plan:                                  |    |
| Flexible schedule and remote learning.....              | 4  |
| Tuition Fees.....                                       | 5  |
| Health & Safety   |    |
| Temperature checks and health screenings.....           | 6  |
| Drop-off/pick up.....                                   | 7  |
| Hygiene.....  | 7  |
| Food/meals/water.....                                   | 7  |
| Action Steps Regarding COVID                            |    |
| Symptoms.....   | 8  |
| What to do if you suspect you/your child has COVID..... | 8  |
| Who to inform.....                                      | 9  |
| Returning to school after illness.....                  | 10 |
| School closures.....                                    | 10 |

## Letter to Families

Riverwood Community School recognizes that our main priority is supporting the development and well-being of children by providing them an education balanced with a feeling of safety in routine and warmth without the presence of fear.

The American Academy of Pediatrics **strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school as long and as much as possible**. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020.

Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.

We believe all policies should be practical, feasible, and appropriate for a child's developmental age. With that in mind, these are the policies recommended by the OSPI, WA DOH, and AAP and that RCS is complying with until it is recommended these regulations are no longer necessary. Teachers may have preference for implementing one or another strategy based on the instructional needs of the class in which they are working.

## Flexible Schedule

For the last three months of the 2019-20 school year WA state schools were required to close their doors and move to an online learning program to prevent to risk of infection of COVID-19. Riverwood was able to quickly move to the Google Classroom platform and provide education the rest of the year with the help from families. However, as a Waldorf-inspired school our goal is to provide a wholesome curriculum with plenty of physical activity, rigorous academics, and opportunities for artistic expression, and that online learning, while potentially necessary this year, is not the best option for our students and families. By having a flexible break schedule, we may avoid long periods of online schooling. Below is how it may look for each program.

### Grades and Remote Learning

During previous school years, Riverwood had one Remote Learning Day per month. These remote days count towards our required 165 days of instructional hours per OSPI requirements. This year we will use every Monday, besides holidays or during breaks, as a Remote Learning Day. This will look different for each grade according to the needs of the class and the teacher's preferred method of project or assignment. These will feature mostly short projects that can be completed by the student offline and will align with current lesson blocks.

Having extra Remote Learning Days will allow us to be flexible with our break schedules should we be required to close our doors due to positive COVID cases or by governor mandate. For example, if we have several Remote Learning Days already completed when we are required to shut down, an immediate switch to full-time remote schooling will not be required. Students may be given an impromptu break from school for up to two weeks. If, however, we go beyond 21 days of mandatory shut down, schooling must continue, and the educational instruction will be moved to our remote learning platform until we are able to return to school. We intend to avoid students sitting at the computer as much as possible by giving hands-on, project- or place-based assignments that can be done independently, within groups communicating virtually or by phone, and/or packets made and distributed by teachers throughout the shutdown time. We recognize that not all families and teachers have adequate internet service to participate in a fully online program.

### Early Learning

This year the schedule will be split into three 12-week long semesters – Fall, Hearth (Winter), and Spring. The Hearth semester is typically the time when young children suffer from normal illnesses including colds and flus. Parents will have the opportunity to choose how their children will attend the Hearth semester. Three options are available (fees details on pg. 5)

- 1) In-person school

- 2) Virtual schooling– weekly stories, puppet shows, songs, crafts, and recipes following nature themes sent to families with all materials provided. Parents can use Google Classroom to see assignments and read suggested Parent Education articles.
- 3) Choosing to not participate in either in-person or virtual schooling until Hearth semester is over on March 1<sup>st</sup>.

## **Tuition Fees**

Riverwood is doing everything possible to provide families with services that they have paid for; however, should a family be asked to quarantine at home after becoming exposed to COVID, we will not be in a position to offer refunds to those families who cannot come to school. Should the school need to close for any reason during the 10-month school year (August 25, 2020 – June 11, 2021), Riverwood will do whatever is possible to make up for lost time and provide a total of 35 weeks of school. However, we ask parents to understand that full refunds may not be possible for the days or weeks that are missed. Any and all financial implications of closures throughout the year will be evaluated at the end of the 2020-2021 school year.

### Grades

Our plan at this time is to require full tuition due to our flexible schedule allowance of extra days through Monday Remote Learning (pg. 4) and impromptu holiday breaks. Please keep in mind that remote learning in any form is much more work on our teachers than regular in-person schooling, and they already dedicate many hours outside of the classroom to prepare educational plans and materials despite these unexpected disruptions.

### Early Childhood

As explained on page 4, during the Hearth semester (November 23<sup>rd</sup> - March 1<sup>st</sup>) parents will be given the choice on how their child will attend school. Please choose one of the following options:

Option A: In-person schooling – 100% tuition due – School as normal

Option B: Virtual Classroom – 75% tuition due – Weekly stories, puppet shows, songs, crafts, and recipes following nature themes sent to families with all materials provided. Families can use Google Classroom to see assignments, communicate with others, and read suggested parent education articles

Option C: Holding spot – 25% tuition due – Choosing neither in-person or virtual classroom and paying only to hold a spot in the classroom to return in Spring semester.

Below are the approximate fees for a 12-week class broken into monthly fees for each option. You will have 30 days prior and 14 days after the start of the Hearth Semester to finalize your option.

|               | In-Person | Virtual | Hold Spot |
|---------------|-----------|---------|-----------|
| Chickadee I   | \$268     | \$201   | \$67      |
| Chickadee II  | \$392     | \$294   | \$98      |
| Chickadee III | \$495     | \$372   | \$124     |

**Please note: It is always our request that full tuition is paid in any situation because this is how the school will manage sustainability. If it is your family’s wish to keep Riverwood in our community and available for your child(ren), your full financial support is the best way to support our continuation. We know financial hardships are common when businesses and schools shut down. However, if you are able and willing to pay full tuition, it would be greatly appreciated!**

## Health Guidelines

### Precautions

There are several precautions that Riverwood is undertaking to mitigate risk of infection among staff and students. These include but are not limited to:

- Spending majority of time outside
- Physical distancing
- Masks when social distancing cannot be achieved
- Mandatory COVID safety training for staff
- Staggered drop off/pick up times
- Reduced classroom sizes
- Air circulation in indoor classrooms
- Increased space between desks in indoor classrooms
- Daily temperature checks
- Daily screening questions
- General hygiene and handwashing

### Temperature Checks and Health Screenings

**Daily screening for illness is mandatory and includes temperature checks and answering a short serious of questions. These will be kept for attendance records.**

We feel that it is less stressful for parents to check children’s temperatures at home. This can be added to your morning routine in a gentle way. The required screening questions can be answered on your computer, mobile device, or on a paper form available at check-in area and filled out before school. A QR code will be provided for easy access by mobile device to the

questionnaire form in your orientation packet. If your child has a fever of 100.4°F or higher, or any other symptoms of COVID-19, please keep them at home. More details on pg. 8.

### Face Coverings

Riverwood is providing children and staff with bandana face coverings that meet the requirements set forth by CDC guidelines. Each student will be given two bandanas that should be washed regularly. Families are welcome to send children to school with their own preferred face covering. We recommend ones that fasten around the neck in some way so that they will be less likely to be misplaced. If a student forgets to bring a face covering, a surgical mask will be provided.

### Drop off/Pick-up

Drop-off and pick-up times are when many people typically congregate in designated areas, thus posing a potential risk of infection. To limit this potential, we are instituting staggered drop-off and pick-up times for grades and Chickadee children. Please respect the physical distancing standards of six feet between groups.

Grades drop-off: 7:45-7:55 a.m.

Pick-up: 3:00 p.m.

Chickadee drop-off: 8:30-8:45 a.m.

Pick-up: 12:00 p.m.

Having parents/guardians complete the health screenings at home will make this process much quicker. Taking temperatures and pre-filling out the questionnaire before coming to school will be the best method to expediting this process. There will be a staff member to take temperatures if it has not already been done. See page 6 for more details.

### Hygiene

It has long been one of Riverwood's daily rhythms to institute proper hygiene routines around practices such as toileting, handwashing before mealtimes, and washing hands for Chickadee students when first entering the class space. Extra handwashing times will be added during the daily class rhythms to include: after arriving at school for all students; after nose blowing or sneezing; after transitioning to a new class area; and before leaving to go home. We will provide soap and water and/or sanitizing solution.

As much as possible individual materials will be distributed to students for personal use. Any shared items will be sanitized after use and cleaned often. Books and other paper-based materials are not high risk for spreading the virus.

### Food/Meals/Water

Until otherwise advised, we are no longer able to allow students to participate in meal preparation such as Home Ec classes, bread making, and/or soup or pizza day. We will have

limited emergency drinking water; therefore, all students are required to bring one or two containers of drinking water with them each day. Any snacks provided for the Chickadee class will be prepared using recommended safety precautions, including the use of gloves and masks.

### Visitors

To reduce the risk of infection, no visitors, including parents or guardians, are allowed at Riverwood Community Experience without prior approval from administration. All visitors must be screened before entry.

## Chain of Action when Dealing with COVID-19

We will be following the guidelines set forth by the CDC, State Department of Health (DOH), OSPI, and local health authorities. The school has internal policies in place that we will implement if a situation arises, such as a positive case of COVID among staff or students.

### Recognizing Symptoms

It is our policy that all staff and students be screened for signs of illness every day before school. Particular attention should be paid to any of the following symptoms that could indicate a possible COVID-19 infection:

- Cough
- Shortness of breath or difficulty breathing
- A fever of 100.4°F or higher
- New loss of sense of taste or smell
- Chills
- Sore throat

**If a student or staff member has a fever or a combination of these symptoms, they must remain at home. A no tolerance policy will be instituted regarding this requirement.** Please remember to thoroughly fill out the emergency contact form question that asks if your child has any common illness symptoms related to everyday life, such as runny nose and coughing due to seasonal allergies. This will allow us to estimate the cause of the symptoms more easily.

### What to do if Someone Develops Signs of Illness or COVID-19?

As a school, we know that many children get the common cold several times over the school year and that some symptoms are the same as when infected with COVID-19. Our policy if it is a singular symptom, such as a runny nose, is that your child may attend school. If your child has a slight cough but can still otherwise engage in activities they may come to school. However, **if your child has a fever over 100.4°F, a cough, shortness of breath, sore throat, muscle aches or chills, diarrhea, vomiting two or more times in 24 hours, or a combination of symptoms noted above please keep your child at home and call your primary care provider.**

**If a student or staff member develops signs of COVID-19 during the school day**, we will immediately separate the person away from others in a designated isolation area, with supervision at a distance of six feet, until the sick person can leave. While waiting to leave school, the individual with symptoms will be required to wear a cloth face covering or mask, unless it cannot be tolerated. DOH guidance when a suspected case of COVID-19 appears is to get tested if you have symptoms, or if you have come in contact with someone with confirmed COVID-19. Contact is defined as being six feet or closer for more than 15 minutes with a person or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on). Contact your health care provider for a test and for recommended guidelines to follow at home.

**If students or staff develops signs of illness or COVID-19 but have not had known exposure:**

- If PCR testing for COVID-19 is not performed, stay home for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. (People with severe disease or who are immunocompromised may need to be isolated at home for longer.)
- If PCR testing for COVID-19 is negative, stay home until 24 hours after fever resolves and symptoms are improving.

**If a student or staff member who has been in close contact with someone who has confirmed or suspected COVID-19 and has no symptoms**, that student or staff member must stay home for 10 days and monitor for symptoms. If that person receives a negative COVID-19 test and has no symptoms, quarantine can end after day 7. CDC recommends getting tested within 48 hours before ending quarantine. *Close contact definition: A close contact is a person who has been within about six feet of a person with confirmed novel coronavirus infection for more than 15 minutes or has had direct contact with secretions from a person with confirmed novel coronavirus infection. \*Family members of health care providers, EMS workers, and others who may come in contact with COVID-19 during their job and who wear personal protective equipment (PPE) are not excluded from attending.*

**If a student or staff member tests positive for COVID-19**, please inform the school ASAP either by email or phone. The local health jurisdiction will advise, but it is likely that many of the student's classmates will be considered close contacts and need to be quarantined for 10 days. Contact information for teachers and office administration is listed below:

- |  |                              |
|--|------------------------------|
| - Office: Courtney (509) 680-5258                                      | office@riverwoodschoo.org    |
| - Chickadees: Ms. Kelsey (802)989-8400                                 | khuguenin@riverwoodschoo.org |
| - 1 <sup>st</sup> /2 <sup>nd</sup> Grade: Ms. Elisabeth (503) 984-2628 | esitts@riverwoodschoo.org    |
| - 3 <sup>rd</sup> /4 <sup>th</sup> Grade: Ms. Caite (509) 936-0506     | cantoine@riverwoodschoo.org  |
| - 5 <sup>th</sup> /6 <sup>th</sup> Grade: Ms. Monica (509) 936-0157    | mvoltz@riverwoodschoo.org    |
| - 7 <sup>th</sup> Grade: Ms. Kris (509) 435-6989                       | kgrooms@riverwoodschoo.org   |

## Returning to School After Suspected Signs of COVID-19

**A student or staff member who had signs of suspected or confirmed COVID-19 can return to the school 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.

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 10 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 10 days.

Please inform the administrator or teacher right away if you have a confirmed case of COVID-19 in your household.

## School Closures

According to the DOH, an outbreak is considered to be two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

**If two or more confirmed cases of COVID-19 develop in the early childhood program within a 14-day period,** then we will dismiss the Chickadee class for 10 days and will move to the remote learning options.

**If two or more confirmed cases of COVID-19 develop in the grades program within a 14-day period,** then we will dismiss class for 10 days and take an impromptu break OR move to our remote learning platform.

**If the school cannot function due to insufficient teaching staff,** we will close the school for 3-10 days depending on whether there are confirmed or suspected cases.