



SUNBEAMS LUTHERAN SCHOOL
PARENT HANDBOOK
2020-21

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TABLE OF CONTENTS

| | |
|--|----|
| WELCOME | 3 |
| SUNBEAMS LUTHERAN SCHOOL BOARD & STAFF AND LUTHERAN CHURCH OF THE CROSS STAFF | 5 |
| EDUCATIONAL PHILOSOPHY | 6 |
| STAFF | 7 |
| CURRICULUM | 7 |
| ADMISSION POLICY | 8 |
| BEHAVIORAL GUIDELINES | 8 |
| SPECIAL NEEDS | 9 |
| REGISTRATION | 9 |
| ENTRANCE REQUIREMENTS | 9 |
| CLASS SESSIONS | 10 |
| TUITION and FEES | 10 |
| TUITION PAYMENTS | 10 |
| TUITION DISCOUNTS | 11 |
| BONUS PLAN | 11 |
| LATE TUITION | 11 |
| NFS FEES | 12 |
| LATE PICKUP | 12 |
| UNFORESEEN FINANCIAL CIRCUMSTANCES | 12 |
| EXTENDED PERIODS OF ABSENCE | 12 |
| PARENT INVOLVEMENT WITH SCHOOL | 12 |
| ARRIVAL/DEPARTURE | 13 |
| HEALTH SCREENING AT ENTRY/DROP-OFF | 15 |
| ATTENDANCE | 16 |
| SNOW DAYS | 16 |

ILLNESS16

IF SOMEONE DEVELOPS SIGNS OF COVID-19.....16

RETURNING TO SCHOOL AFTER HAVING SUSPECTED SIGNS OF COVID-1916

MEDICAL EMERGENCIES18

CHANGES IN FAMILY CIRCUMSTANCES.....19

DRESS ATTIRE19

COMMUNICATION20

MATERIALS and SUPPLIES20

FIELD TRIPS.....20

BRINGING THINGS FROM HOME.....21

SNACKS21

LUNCH21

BIRTHDAYS.....22

PROGRESS REPORTS22

PROJECT CONSTRUCT CURRICULUM FRAMEWORK23

ADDENDUM FOR COVID-19.....25

LEARNING PLATFORMS16

IN-PERSON LEARNING126

HYBRID LEARNING.....126

REMOTE LEARNING.....128

TECHNOLOGY TO BE USED.....16

COVID-19 PREPAREDNESS AND RESPONSE31

WORKSITE EMPLOYEE HEALTH AND SAFETY REQUIREMENTS16

WELCOME

Welcome to Lutheran Church of the Cross and Sunbeams Lutheran School. Greetings in the name of our precious Savior, Jesus Christ. It is with glad hearts that we welcome your family to our church and school family. Your student is a precious gift from God! Our school program has been designed to prepare your student for their further school experience. With the Washington State Learning Standards as our guide and through our Project Construct Curriculum Framework and hands-on learning activities, your student will begin to acquire the necessary skills for preschool, kindergarten, and elementary school.

Sunbeams Lutheran School has provided a quality Christian education program for more than 40 years! Your student will have many opportunities to experience and learn new things and explore many new challenges.

Your student will grow spiritually, physically, mentally, creatively, socially, and emotionally. Each student will be encouraged to be the best they can be, using their God given talents and abilities. Each student will be encouraged and prepared to be a life-long learner.

This handbook has been designed to give you a better understanding of our program at Sunbeams Lutheran School. We look forward with excitement to the coming year filled with new opportunities, new experiences, new challenges, and growth for you and your student.

May God bless our year together!

Denise Pacilli
Director

Dear Sunbeams Family,
Greetings in Jesus Christ!

On behalf of Lutheran Church of the Cross, welcome to our church and school family! We consider you our Family! We thank you for the opportunity to teach your students and for entrusting them to our care. We believe that you and your family are here at Sunbeams for a reason.

Jesus says, *“Let the little children come to Me and do not hinder them, for the Kingdom of Heaven belongs to such as these.”* (Matthew 19:14). Here at Sunbeams, your student will meet Jesus. In the daily lessons, the weekly chapels, and the overall experience of being a Sunbeam, your child will grow familiar with the name of Jesus. Jesus loves your student. He wants the best for your student. He will continue to guide and equip your student for a life lived in Him.

Not only does Jesus love your student; Jesus loves you! As a sign of that love, you now have a pastor. Whether you attend a church or not, whether you know me or not, I consider myself to you be your pastor. That means I’m here for you, to support you and encourage you, to care for you as I am able. Please know that I am praying for you and for your family. If there’s ever anything that we can do to support you and your family, please let me know.

You are invited to attend all events at Lutheran Church of the Cross. You are especially invited to our worship services on Sunday mornings. If you have any questions regarding faith and life (or anything else for that matter) please do not hesitate to ask. I may not have an answer, but I’m here to listen and to pray.

May God bless you and your family throughout this school year! May He fill you with joy and confidence in your student’s education and in the growth that will happen this year! At Sunbeams, you can rest assured that God is planting your student like tree, a tree planted by streams of Living Water, deeply rooted in a quality education and in the love of Jesus (Psalm 1:3).

Your servant in Christ,
Pastor Kirk S. Hulvey

Proverbs 22:6 - Train a child in the way he should go, and when he is old, he will not turn from it.

**SUNBEAMS LUTHERAN SCHOOL BOARD & STAFF
AND LUTHERAN CHURCH OF THE CROSS STAFF**

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LIDIA KUSMU, Church/School Custodian

EDUCATIONAL PHILOSOPHY

Sunbeams Lutheran School uses rich learning center environments, engaging unit studies, international curriculum, and parental involvement to enhance a student's growth in six developmental areas:

1. **SPIRITUAL:** Students will learn that God loves them. He loves them so much that He sent His Son, Jesus, to die for their sins. God created everything and cares about their daily needs. Through faith the Holy Spirit draws them into His family, and He has prepared a mansion for them in Heaven.
2. **SOCIAL/EMOTIONAL:** Students need to feel positive about themselves, know that they are special, and know that they can do things well. They will learn that others are special too and will respect their feelings and ideas through socially appropriate behavior.
3. **PHYSICAL:** Students can discover more about themselves through body movement. Physical well-being and fitness help them develop their fine and gross motor skills.
4. **LANGUAGE:** Students will improve their listening skills through hearing and retelling stories, listening to songs, and following directions. Their expressive language will develop through sharing ideas with others, communicating their needs, singing songs while incorporating American Sign Language, and acting out stories. Students will also be encouraged to develop their written language skills. Students will build skills in reading, spelling, and writing based on their grade level.
5. **COGNITIVE:** Students will learn problem solving, classifying, and researching through hands-on learning experiences. They will learn more of the world around them and the community in which they live through exploration and discovery. They will

explore math, science, and social studies through meaningful learning activities.

6. **CREATIVE:** Students will express their creativity both musically and artistically using a variety of materials as a means of self-expression and self-satisfaction. This is done through individual and group projects relating to the unit studies students are exploring.

STAFF

Our staff consists of Christian teachers, instructional aides, and auxiliary staff. We are completely committed to the students we teach and to sharing our faith and educational training. Staff continue to attend classes and seminars to keep the quality of teaching high and current.

CURRICULUM

It is the philosophy of Sunbeams Lutheran School that students learn most effectively when they can explore their environment and experience a variety of materials and situations. Sunbeams also believes in a developmental approach to learning which emphasizes that students develop at their own rate and that progress is measured individually rather than in comparison to other students in the group.

Sunbeams Lutheran School is a Christ-centered program. Learning experiences are taught from the Christian perspective that each student is a child of God and that all people are deserving of respect as creatures of God. In accordance with this philosophy, we include prayer, worship, Bible stories and teachings, and service to others. More information about the Project Construct Curriculum Framework on page 23.

ADMISSION POLICY

Sunbeams Lutheran School celebrates our multi-cultural diversity and admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies or other school-administered programs.

Some students may not be ready yet for a school situation. Therefore, there is a two-week trial period which enables a student to become accustomed to the routine, format, and rules. If, after this two-week period, the teacher feels the student is not ready or is not adapting to the daily routine, the teacher will meet with the parents to discuss alternative strategies. If acclimation to the program fails to progress, the teacher may request that the student leave our program. This recommendation will be brought to the Director for review.

BEHAVIORAL GUIDELINES

Our philosophy of discipline is to teach students what behaviors are appropriate and acceptable. Explaining to students why their behaviors are inappropriate provides an opportunity for students to learn how to function acceptably with others. We use the “Peace Table” approach. The student is encouraged in an alternate behavior and sent back into the situation to practice the new behavior. We will be positive and consistent in following the school and classroom rules.

If serious misbehavior occurs, parents will be notified. If the behavior continues, a conference with the parents will be scheduled, and the director will be consulted. Should this meeting be unsuccessful then parents, teacher, Director, and Pastor will meet with the Sunbeams Lutheran School Board. Together, as a team, we will work to resolve

the problem. If the situation cannot be resolved, and all options have been explored, the parents may then be asked to withdraw their student from our program. Corporal punishment is not practiced.

SPECIAL NEEDS

The physical safety and emotional stability of your student are of utmost importance to us. If a student has special needs which we cannot satisfy, we will offer to assist the parents in finding a learning environment whereby the student's needs are met. This may be done prior to the beginning of the school year or during the year as the need requires.

REGISTRATION

A registration fee is payable upon registration. This fee is non-refundable unless the school is unable to enroll your student in the event that the class is already full. This fee is used to purchase supplies, a school T-shirt, curriculum, art materials, books, and learning games.

ENTRANCE REQUIREMENTS

| | |
|------------------|--------------------------|
| Preschool | 3 years old by August 31 |
| Pre-Kindergarten | 4 years old by August 31 |
| Kindergarten | 5 years old by August 31 |
| First Grade | 6 years old by August 31 |
| Second Grade | 7 years old by August 31 |
| Third Grade | 8 years old by August 31 |
| Fourth Grade | 9 years old by August 31 |

All students **MUST** be toilet trained prior to admission. In order to enroll, parents of students must complete an application form, a

Certificate of Immunization Health, and provide a copy of the student’s ***Birth Certificate***. An Emergency Information form, a Child Release form, and the 2020-21 Parent Agreement form are also required for admission, as well as an interview with the school director. These forms may be obtained from the school office. It is ***REQUIRED*** by law that each student has documentation of required immunizations on file **on or before the first day** of class. (A signed medical or religious exemption must be signed by the parent and a medical professional.) Parents are required to attend an orientation meeting prior to the beginning of school.

CLASS SESSIONS

(See ADDENDUM for more specific scheduling details.)

| | | | |
|----------------|---------------------|---------|------------------|
| Red Class | Multi-Age Preschool | Tues/Th | 9:15AM - 12 noon |
| Orange Class | Multi-Age Preschool | M/W/F | 9:15AM - 12 noon |
| Blue Class | Pre-Kindergarten | M/W/F | 9:15AM - 12:15PM |
| Purple Class | Kindergarten | M - F | 9:00AM - 3:10PM |
| Yellow Class | First Grade | M - F | 9:00AM - 3:20PM |
| Lime Class | Second Grade | M - F | 8:45AM - 3:30PM |
| Navy Class | Third Grade | M - F | 8:45AM - 3:30PM |
| Sapphire Class | Fourth Grade | M - F | 8:45AM - 3:30PM |

TUITION AND FEES

TUITION PAYMENTS

Tuition is due on the ***FIRST*** day of each month. Tuition is figured on the cost per student for the total days per year. It may be paid in one of 4 ways:

- 1) Pay one payment for the entire year by Sept. 15th and receive a 5% discount off the total fees.

- 2) Pay two payments each for 1/2 school year - the first one on Sept 1st and the second 1/2 of the year by Feb 1st to receive a 2% discount on each payment.
- 3) Pay automatically with ACH bank payments monthly.
- 4) Pay in cash, check, credit or debit card (4% service fee added) by the first day of each month for 10 monthly installments.

*Please make checks payable to “**Sunbeams Lutheran School.**”

TUITION DISCOUNTS

Sunbeams offers a 10% discount to families with more than one student in the school. The first student’s tuition is the full amount; each additional student receives the 10% discount. Members of Lutheran Church of the Cross receive a 10% discount on total tuition due. Families who are members of another LCMS congregation also receive a 10% discount.

BONUS PLAN

Each month, every family that pays on or before the 1st day of the month will be entered in a drawing of a \$25 gift card. We will have one drawing each month, with another bonus drawing at the end of the school year for all those families who were NEVER late in making tuition payments. Those who pay for the year in advance are automatically put into the monthly and year-end drawing.

LATE TUITION

Tuition is due by the 1st of each month! If monthly tuition payments are more than five (5) days late, the student’s parents will be sent a delinquent notice and they will be charged a **\$25.00 late fee.** *If payment becomes two (2) months overdue, it will result in the removal of the student from school.*

NFS FEES

Should a check be returned to the school because of insufficient funds, a **\$25.00** fee will be applied. If NSF checks occur more than one time, all further payments must be made by cash or money order.

LATE PICKUP

Students should be picked up promptly when their school session ends for the day. Students who remain at school longer than **10 minutes** after dismissal, will be charged a **\$10.00** fee for every 10 minutes or portion thereof that they remain at school.

UNFORESEEN FINANCIAL CIRCUMSTANCES

If financial circumstances occur which prevent timely payment of tuition, parents may contact the office on or before the tuition due date. Parents needing tuition assistance must speak to the school director to see if an emergency scholarship is available.

EXTENDED PERIODS OF ABSENCE

Should a student be away from school for an extended period of time, due to travel or other circumstances, and the parent wishes to keep the student enrolled, payment must be made for the time the student is not in attendance, otherwise, the position may be filled by another student on our waiting list. The student that was withdrawn will need to reapply. If a parent chooses to withdraw a student during the time of absence, written notice must be given to the director.

PARENT INVOLVEMENT WITH LEARNING

Showing a daily interest in your student's work and activities helps the student to grow in the school experience. Encourage your

student to share their day with you. Ask them about what they learned that day. You can use the weekly lesson plan prepared by each teacher as a guide.

ADULT VOLUNTEERS AT SCHOOL

Adult volunteers are an asset to our school. Due to COVID-19, volunteering will be limited to adults only and on a prearranged basis. Volunteers are welcome for scheduled weekly tasks. All volunteers must submit to an annual background check and a daily health screening prior to serving. If you would like to be a volunteer, let the Director know.

ARRIVAL/DEPARTURE



CLASS SCHEDULES

- ☆ ***Morning preschool classes*** will be in session from 9:15AM to 12Noon (12:15PM for PreK).
- ☆ ***Kindergarten*** classes will be in session from 9:00AM to 3:10PM on the days they attend school on campus.
- ☆ ***First Grade*** classes will be in session from 9:00AM to 3:20PM on the days they attend school on campus.
- ☆ ***Second - Fourth Grade*** classes will be in session from 8:45AM to 3:30PM on the days they attend school on campus.

Tardiness **WILL** be recorded; five (5) days of tardiness is considered one (1) day unexcused absent.

Drop-off will be staggered. Parents are expected to fill out a *Daily Health Screening form* prior to coming to school. Parents of students in grades K-4 will drive up and students will be assessed in their vehicle at their designated time. (See HEALTH SCREENING AT

ENTRY/DROP OFF). Preschool/ Pre-K parents will walk students to the main doors and be assessed there without entering the building.

8:45AM: 2nd-4th grade

9:00AM: K-1st grade

9:15AM: Preschool

When a student is being checked in, a staff member will document who dropped off the student and who will be picking the student up. The school doors are locked except during drop-off and pick-up times. If you enter the building at any other time, you will need to ring the doorbell to enter the brown door near the church administrator's office. If the church administrator is not available, please call the school office.

Pick-up will also be staggered. Signs will be used in car windows to identify student's class colors for students in grades K-4.

12:00PM: Preschool orange and red class

12:15PM: PreK blue class

3:10PM: Kindergarten

3:20PM: 1st grade

3:30PM: 2nd-4th grade

Classes will come to the narthex for dismissal, one class at a time. For preschool/pre-K, parents will pick up at the door without entering building. Marks will be made on the sidewalk to indicate 6-foot distancing. For grades K-4, 1 staff member will stay with students, while 1 staff member will escort students to parent vehicle in the drive-up area. Please arrange to pick up your student on time. Our teachers have other commitments and will not be able to stay after school hours. A grace period of 10 minutes following dismissal time will be allowed. If you pick up your student after the grace period, you will be charged a late pickup fee. (*See LATE PICKUP FEE section*).

In case of an emergency in which you are unable to pick up your student on time, please call the school office.

HEALTH SCREENING AT ENTRY/DROP-OFF

Sunbeams staff will check for signs of illness for all staff and students at entry each day. Prior to arriving on campus, parents or guardians must fill out a *Daily Health Screening* form.

The *Daily Health Screening* form includes the following questions:

- Does your student have any of the following symptoms [on the first day after a break or for a new student, include symptoms in the past three days (72 hours)]:
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4°F or higher or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches or nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
- Does anyone in your household have any of the above symptoms?
- Has your student been in close contact with anyone with suspected or confirmed COVID-19?
- Has your student had any medication to reduce a fever before coming to school?

If any of the answers to the above questions are YES, the student must be sent home.

ATTENDANCE

Regular class attendance is essential for learning. If your student is late to arrive or leaves early, they will miss significant learning opportunities. Please make sure your student arrives on time, ready to learn!

If your student will not be attending school for any reason, please contact your student's teacher to inform them of the absence. Five (5) days of tardiness or leaving school early will be considered one (1) day absent. Ten (10) days of absence may jeopardize promotion into the next grade level.

SNOW DAYS

If snow or ice makes driving hazardous, school may have a late start or be closed. A decision will be made by 8:00AM as to whether school will be in session for that day. If school is being canceled or has a late start for that day, it will be posted on the school website: www.sunbeamslutheralschool.com. School cancellations will also be on both KIRO 7 and KOMO 4 News, the Sunbeams Lutheran School Facebook page and ClassDojo. We will **NOT** always follow what the Kent School District does. If we have a late start, there will be no morning preschool or PreK classes.

ILLNESS

If a student is sick, vomiting, experiencing diarrhea, or has a fever, please keep them at home! Contact your student's teacher in the morning to let us know of your student's absence. Students must be fever free for 72 hours **without** taking fever reducing medication before they can return to school. If student has been vomiting, they

must have gone at least 72 hours **without** vomiting before they can return to school.

If a student should come down with a communicable disease, such as chicken pox, measles, impetigo, head lice, ringworm, or pink eye **they should NOT attend school**. Please call the school office that morning to let us know of your student's absence.

Should your student become ill at school, you or others listed on their emergency form will be contacted to come pick up your student. If students are well enough to come to school, they are well enough to participate in the regular program, including indoor and outdoor activities.

Tuition is not refunded for absences.

IF SOMEONE DEVELOPS SIGNS OF COVID-19

If a student or staff member develops signs of COVID-19 (cough, shortness of breath, fever 100.4 F, sore throat, chills, new loss of taste or smell, muscle or body aches, nausea/vomiting/diarrhea, congestion/runny nose, unusual fatigue), Sunbeams staff will separate the person away from others, with supervision at a distance of six feet in a quarantine area, until the sick person can leave. Two designated quarantine areas have been established. These areas will be separated off from the rest of the room. Masks will continue to be worn until the ill person is out of the building. School administration will be notified of the illness. Sunbeams staff will then clean and disinfect the areas where the person was after they leave. Parents or guardians must inform the school right away if the person is diagnosed with COVID-19.

If a student or staff member tests positive for COVID-19, the local health jurisdiction will advise. It is likely that many of the student's classmates will be considered close contacts and need to be quarantined for 14 days.

RETURNING TO SCHOOL AFTER HAVING SUSPECTED SIGNS OF COVID-19

A student or staff member who had signs of suspected or confirmed COVID-19 can return to the program when:

- At least three days (72 hours) have passed since there has been no fever without the use of medications and improvement in respiratory signs (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 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, childcare, school, or public places for 14 days.

MEDICAL EMERGENCIES

If a medical emergency should arise during school hours, every effort will be made to contact the parents. There may be circumstances that make this impossible and immediate treatment is necessary. On your emergency form, you have given permission for us to take whatever measures necessary for immediate medical care and treatment.

Should any changes occur in phone numbers, place of employment, etc., please let us know, so that we may be as prepared as possible.

The church is covered by an accident policy for students engaged in school activities. During field trips, all drivers must carry their own primary coverage and the church's insurance is secondary.

CHANGES IN FAMILY CIRCUMSTANCES

It helps us to better understand and work with your student if you keep us informed of any major changes that occur at home such as a death or serious illness, a parent away from home, a new baby, the death of a pet, separation or divorce, disruption in the regular routine, and so on. You don't need to give details but can just say that there has been a change in family circumstances. These things do affect a student, and our awareness will help us better care for and understand your student. Pastor Kirk Hulvey is available to you if you would like to meet with him. Call the church office to make an appointment with him. If someone in your family has been exposed to someone suspected or diagnosed with COVID-19, you must inform the school right away.

DRESS ATTIRE

For students to be comfortable and eager to participate in all activities we ask that they wear comfortable clothing that cannot be harmed by paint, spilled food, or soil. Students will also be washing their hands frequently, so sleeves that are able to be pushed up easily are helpful. Label each item that will be taken off and put on such as, boots, hats, mittens, scarves, coat, etc. with your student's name. Please dress your student warmly on cold or wet days. We will play outside weather permitting. In case of heavy rain or extreme cold, we may play indoors. Don't forget to send a change of clothing in a Ziploc bag for your student. Closed toed shoes with socks are required for all students.

COMMUNICATION

Our goal is to keep you informed and an active participant in our school program. This will be done through weekly schedules sent home by each teacher, a school newsletter with monthly activities sent home at the beginning of each month, and an information message board in the entryway. Classroom teachers will also send out reminders on paper, electronically, and through ClassDojo.

MATERIALS AND SUPPLIES

A classroom supply list will be provided to each family prior to orientation. Optional supplies and other items needed for special projects may be requested as needed.



FIELD TRIPS

All field trips are currently postponed due to COVID-19 restrictions and will be reinstated when restrictions have been lifted. We plan field trips and special events each school year to expand and enhance our students understanding of their studies. On occasion, there is a slight cost involved in the field trip. Please watch for field trip permission slips to go home with your student prior to each event. Permission slips must be signed by a parent or guardian and returned to school prior to every field trip to be able to take these trips.

Parents are needed to help provide transportation to our destinations. Those driving need to have a valid driver's license, proof of insurance, and be cleared by the Washington State Patrol.

Students 1 - 4 years old between 20 - 40 pounds are required to ride in a forward-facing child car seat; ages 4 - 8 years old or 40 - 80 pounds are required to use a booster seat until they are 4'9" tall. A field trip may be canceled if we don't have enough parents to transport or supervise a trip safely.

BRINGING THINGS FROM HOME

Please do not bring items from home at this time.

SNACKS

Please DO NOT send candy or gum to school with your student. Preschool students will be asked to sign up to bring in snacks to share with the entire preschool class during the school year and on the student's birthday. Snacks must be store-bought and in the original packaging. Whole fruits and vegetables are also acceptable. Please send enough juice or milk for the class along with the snack.

WE ASK THAT ALL SNACKS ARE NUTRITIOUS! See your student's teacher for a suggested snack list and the number of students in each class. Occasionally, students will be involved in a cooking project. These will be listed on the class weekly schedule.

Some students suffer from food allergies. **Please do not send anything that contains nuts, peanuts, meat, or seafood.** Check with your student's teacher so we can make sure snacks are safe for all.

LUNCH

Kindergarten - fourth grade students will need to bring a lunch and a drink to school each day along with any necessary personal utensils. Due to COVID-19, we will not be providing the option to microwave lunches this year, and we also do not have refrigeration space for

lunches. If needed, use a thermos for warm food or an ice pack for cold food in lunch boxes. Please do not bring in food from fast food restaurants, such as McDonald's, Burger King, Taco Bell, or Dairy Queen.

BIRTHDAYS

A student's birthday is a very special time and cause for celebration. In celebration of your student's birthday, your student may bring a special snack and may choose to donate a book in the student's name to our school library. Summer birthdays can be celebrated before the end of the school year.

Special snacks may be brought for this occasion. These snacks must be store-bought and in original containers. Instead of the traditional cupcakes and candy, you may consider something more nutritious, such as pizza, frozen yogurt, ice cream, fruit roll-ups, or fresh fruit and dip. If you need ideas check with your student's teacher.

We ask that you NOT pass out party invitations at school. If the entire class is invited to a party, please give the invitations to your student's teacher to hand out.

PROGRESS REPORTS

Kindergarten - Fourth Grade: Our school year is divided into three (3) trimesters. Progress reports will be sent home three (3) times each school year. Two parent-teacher conferences, one in the late fall and one in the spring, will be scheduled for the purpose of evaluation and informing you of your student's progress throughout the year. A final progress report will be mailed in June at the completion of the school year. Special conferences may be requested at any time during the school year as needed.

Preschool and Pre-Kindergarten: Progress will be communicated regularly. Students are assessed continually throughout the year using portfolios, anecdotal records, and observational assessments. A formal conference will be held in the spring after developmental screenings have been completed.

If you have any questions or concerns, the staff will be happy to talk to you at any time.

PROJECT CONSTRUCT CURRICULUM FRAMEWORK

This curriculum framework has been designed for use in early childhood and elementary education. It is a process-oriented framework and builds upon the way that young students learn.

SOCIOMORAL DOMAIN

RELATIONSHIPS

- * Build relationships of mutual trust and respect with adults
- * Build relationships with peers
- * Consider the perspectives of others
- * Negotiate and apply rules

DISPOSITIONS

- * Be curious
- * Be creative
- * Take initiative
- * Be confident

COGNITIVE DOMAIN

LOGICO-MATHEMATICAL KNOWLEDGE

- * Discover the various ways things may be classified

- * Order things according to relative differences
- * Construct numerical relationships
- * Construct spatial relationships

PHYSICAL KNOWLEDGE

- * Act on objects and observe reactions
- * Act on objects to produce desired effects

CONVENTIONAL KNOWLEDGE

- * Know personal information
- * Know about the community
- * Know conventional notations, manners, and customs

REPRESENTATIONAL DOMAIN

SYMBOLIC DEVELOPMENT

- * Represent ideas and feelings through pretend play, movement
- * Music, art, and construction

LANGUAGE DEVELOPMENT

- * Use language for a variety of functions
- * Expand and refine the form and organization of language
- * Construct meaning from language
- * Represent ideas and feelings through language

PHYSICAL DEVELOPMENTAL DOMAIN

- * Motor Skills
- * Develop motor skills for personally meaningful purposes
- * Health and Safety
- * Develop healthy living practices

ADDENDUM

TO PARENT AND FACULTY HANDBOOKS 2020-21:

COVID-19 Education and Health Details for the 2020-21 Academic School Year

LEARNING PLATFORMS

Due to the COVID-19 Pandemic, our coming school year is going to be impacted by several limiting factors. Regardless of any limitations, our students at Sunbeams will enjoy a full-time education provided by highly qualified teachers with both experience and creativity to address the various challenges that will arise. In anticipation of possible changes to state and local guidelines and requirements, we have prepared three distinct platforms for the learning experience: an “In-Person Learning” approach, a “Hybrid Learning” platform, and a “Remote Learning” platform. Sunbeams will begin the 2020-21 school year using the “Hybrid Learning” platform.

At this time, state requirements dictate that both “In-Person Learning” and “Hybrid Learning” provide students with safe social distancing and numerous other measures implemented to protect the health and safety of our students, staff, and other adults on campus. A few of these social distancing and health measures will include ***all students*** being dropped off at the front door, classroom capacity being limited to the number of students who are able to be in the room while maintaining a six foot distance, numerous hand washing opportunities, and the wearing of masks by staff and students in preschool through fourth grade. Many more cleaning and preparedness measures are also being taken to protect student safety.

Several of our learning spaces are also being adapted to accommodate a safe learning environment. The preschool and kindergarten classes will remain in their current locations. The previous first and second grade classroom will now be a dedicated first grade only classroom. The previous third and fourth grade classroom, along with the neighboring study lounge, will serve a variety of purposes such as

housing a curriculum library, a small workspace for teachers and/or students, and an isolated quarantine area. The second through fourth graders will all enjoy the largest classroom in our building, the Lutheran Church of the Cross Fellowship Hall. All of these classroom assignments allow for proper student spacing under current guidelines.

Learning continues at Sunbeams Lutheran School. The platforms may change, but we have peace in our hearts knowing that Christ stays the same. Throughout the school year, regardless of the learning model, teachers will strive to respond to parent messages within 24 hours of receiving them. It is preferred that questions for your student’s teacher will be sent through email or ClassDojo.

IN-PERSON LEARNING

In-person learning is the preferred approach. As enrollment numbers and regulatory guidelines and requirements permit, we desire to return to full-time in-person learning. Current health regulations will be reviewed monthly to reassess the possibility of returning to in-person learning.

HYBRID LEARNING

Sunbeams will begin the school year with a hybrid learning platform that will feature both in-person learning as well as remote learning for kindergarten through fourth grade. Preschool classes will continue to meet as usual. The purpose of this platform will be to continue the high quality in-person learning as much as possible while also meeting safety standards as set out by state and local authorities. In the hybrid learning platform, students will come to school two days a week and spend the alternate days remotely learning at home. For an example of this schedule, see Table A.

All classrooms will be split into two groups as is needed. One group will come to Sunbeams for in-person learning on Mondays and Tuesdays while enjoying remote learning at home on Wednesdays, Thursdays, and Fridays. Another group will come to Sunbeams for in-person learning on Thursdays and Fridays while enjoying remote

learning on Mondays, Tuesdays, and Wednesdays. These groups will first be selected based on a combined family basis to alleviate transportation needs for families with multiple students. Teachers will then select the rest of the students for each group based on their best judgement.

| TABLE A | | | | | |
|---|--------------------------------|--------------------------------|--|--------------------------------|--------------------------------|
| Hybrid Learning Weekly Schedule for Group A and Group B | | | | | |
| Class Group | Monday | Tuesday | Wednesday | Thursday | Friday |
| Group A | In-Person Learning at Sunbeams | In-Person Learning at Sunbeams | Whole-Class Zoom Class Meeting *Teachers may also decide to teach several Zoom Classes to small groups. | Remote Learning at Home | Remote Learning at Home |
| Group B | Remote Learning at Home | Remote Learning at Home | | In-Person Learning at Sunbeams | In-Person Learning at Sunbeams |

Hybrid learning combines both in-person and remote learning. During their two days of in-person learning each week, students will experience the same style of learning that would be enjoyed in the full-time in-person learning platform. The primary difference will be limiting the number of students attending each class each day in order to provide proper physical spacing, meet state and local safety requirements, and accommodate increased enrollment.

The days of remote learning in the hybrid platform will be a blend of independent learning combined with teacher-provided online and print resources. Each day that students come to school will be days to learn and collect resources for the next days of remote learning. Teachers will connect students with available online resources as well as provide printed resources that will continue the full-time educational experience remotely.

In the hybrid platform, Wednesdays will be a unique and joyful day to meet as a whole class through Zoom. This essential time will provide students with the opportunity to interact with all of their classroom peers while also providing Wednesday's essential learning. Teachers have the liberty to structure the Wednesday Zoom meetings in the way that is most effective for student learning. Great care will be taken to provide different Zoom meeting times for students from different classes who belong to the same household.

REMOTE LEARNING

Finally, Sunbeams is prepared to offer a fully distanced remote learning platform if COVID-19 or another serious concern requires Sunbeams to close the doors to any and all in-person learning. This will rely on whole-class Zoom instructional meetings as well as a variety of small group and individual Zoom meetings scheduled by teachers. Similar to the third trimester of the 2019-2020 Academic School Year, teachers will prepare packets of work and learning resources for students to pick up during a bi-weekly curriculum drive through. These packets will feature components that need to be turned in at the next curriculum drive through for students enrolled in kindergarten through fourth grade. Depending on each student's teacher, a portion or all of the work will be expected at the next curriculum drive through.

TECHNOLOGY TO BE USED

Many parents and staff at Sunbeams have a strong desire to return to full-time in-person learning. We are also planning for the possibility of full-time remote learning. To prepare students, we will be introducing them to various resources from the beginning of the school year that will be available for both in-person learning as well as remote learning.

ONLINE LEARNING TOOLS

The first online tool that teachers will implement will be [ClassDojo](#). This communication platform allows for consistent and clear

communication between teachers and parents. Some of these communications are posted to the “Class Story” and are visible to all students and parents. Other communications such as “Messages” and the “Student Portfolio” are kept private between parents and the students’ individual teachers. ClassDojo is increasing the resources available on their platform; Sunbeams teachers are learning which resources to implement and how to do so for each individual classroom. As a first step, teachers will connect each family and student with the appropriate classes at the beginning of the school year.

Another returning online tool will be Zoom. The Zoom teleconferencing platform has been effective for remote learning already. Teachers are improving their expertise with this service in preparation for the coming school year. During in-person learning, teachers will reintroduce students to the functions that Zoom has from a student perspective so that students will be ready to use the Zoom platform independently. Part of this teaching will also benefit in-person learning as basic behavior management expectations apply to both remote and in-person learning.

Teachers are also preparing to utilize Epic! both in the classroom, during in-person learning, as well as at home, during remote learning. This wonderful tool provides students with a vast library of books to read and learn from. Many of the books on Epic! can be listened to by students. This reading resource will be a powerful tool for teachers as they help students develop both reading literacy and comprehension. Similar to Zoom, the Epic! platform will be introduced to students in the classroom so that students understand how to use it. Epic! will likely be implemented during both in-person and remote learning, though with limited implementation during in-person learning.

Discovery Education provides high-quality engaging educational stories, videos, and activities available at school and at home to ignite students’ curiosity about the world around them. Students will learn how to access content during in-person learning and then be provided a log-in to access content during remote learning. Teachers can also assign activities for students through Discovery Education.

Other online tools are constantly being investigated and vetted by the Sunbeams staff. It is our goal to provide as many resources as is prudent to support students as they work to accomplish their learning goals. The Sunbeams staff will work hard to find the most helpful online resources to support all core subjects. If you have questions about the online tools being implemented, please contact the school office.

IN-HOME LEARNING REQUIREMENTS

In order to support our hybrid learning platform or a possible transition to a full-time remote learning platform, we ask that each family ensure that the home learning environment is prepared. Zoom works on various devices including smart phones, tablets, and computers. Each device should have both a camera and a microphone, and it is best for students to have a stable screen to observe that can stand alone without being held. High-speed internet is also required for effective hybrid and remote learning. If you have questions about what tools will be best for your student, please contact the school office. One factor to keep in mind is that as your student grows and matures to further grade levels, teachers will have greater expectations for student interaction. For instance, younger students may only be expected to watch, listen, and participate verbally and interact minimally with their devices. As the year progresses and students mature, many will start learning how to unmute themselves at appropriate times as teachers give permission. Older students might be asked to participate in a shared whiteboard by utilizing the keyboard and mouse functions of a computer or drawing on the screen of a tablet or smart phone. Students may further be asked to complete polls, type, and interact in other creative ways utilizing their devices. Due to the growing expectations for student participation over the years, it may be prudent for families to invest in a reliable computer that students can use for the next two to three years. For other families, utilizing a tablet or smart phone is the best choice for this school year. For further clarification, please contact the school office.

COVID-19 PREPAREDNESS AND RESPONSE

The following is adapted for use at Sunbeams Lutheran School from materials provided by the Washington Office of Superintendent of Public Instruction in a June 2020, document entitled, “REOPENING WASHINGTON SCHOOLS 2020: DISTRICT PLANNING GUIDE”.

REOPENING SUNBEAMS LUTHERAN SCHOOL: HEALTH & SAFETY REQUIREMENTS

The Washington State Department of Health (DOH), in collaboration with the Office of the Governor and the Office of Superintendent of Public Instruction (OSPI), has provided the following set of rules and guidance for student and staff health and safety.

GENERAL GUIDANCE

Do not allow students, staff, parents and guardians, or guests on-site if they:

- Are showing symptoms of COVID-19.
- Have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days.

Health care providers, EMS workers, and educational staff associates who wore proper personal protective equipment (PPE) are OK to attend.

Sunbeams will ensure staff are trained in health and safety protocols, including how to screen for symptoms, maintaining physical distance, wearing appropriate PPE, frequent cleaning, and handwashing, and what to do if someone develops signs of COVID-19.

Sunbeams will communicate regularly with families and staff, and emphasize the importance of staying home when sick, physical distancing of six feet, and hand hygiene.

All students, staff, volunteers, and guests must wear cloth face coverings while at Sunbeams. See below for more information about cloth face coverings guidance. In addition, Sunbeams has a general obligation to provide employees a safe and healthy work site in accordance with

state and federal law and safety and health rules, including addressing hazards associated with COVID-19.

Sunbeams will monitor student and employee attendance and absences, have flexible locally determined leave policies and practices, and provide access to trained substitutes to support employee absences.

DROP-OFF AND PICK-UP

Sunbeams has developed a system for drop-off and pick-up that keeps families at least six feet from each other and reduces their need to enter the school.

Drop-off will be staggered. Prior to arriving on campus, all parents will fill out a Daily Health Screening form. Parents of students in grades K-4 will drive up and students will be assessed in their vehicle at their designated time. (See HEALTH SCREENING AT ENTRY/DROP OFF).

Preschool/ Pre-K parents will walk students to the main doors and be assessed there without entering the building.

8:45AM: 2nd-4th grade

9:00AM: K-1st grade

9:15AM: Preschool

When a student is being checked in, a staff member will document who dropped off the student and who will be picking the student up.

Pick-up will also be staggered. Signs will be used in car windows to identify each student's class color for students in grades K-4.

12:00PM: Preschool orange and red class

12:15PM: Preschool blue class

3:10PM: Kindergarten

3:20PM: 1st grade

3:30PM: 2nd-4th grade

Classes will come to the narthex for dismissal, one class at a time. For preschool/pre-K, parents will pick up at the door without entering building. Marks will be made on the sidewalk to indicate 6-foot distancing. For grades K-4, 1 staff member will stay with students,

while 1 staff member will escort students to parent vehicles in the drive-up area.

HEALTH SCREENING AT ENTRY/DROP-OFF

Sunbeams staff will check for signs of illness for all staff and students at entry each day. Prior to arriving on campus, parents or guardians must fill out a *Daily Health Screening* form.

The *Daily Health Screening* form includes the following questions:

- Does your student have any of the following symptoms? [On the first day after a break or for a new student, include symptoms in the past three days (72 hours).]:
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4°F or higher or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches or nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
- Does anyone in your household have any of the above symptoms?
- Has your student been in close contact with anyone with suspected or confirmed COVID-19?
- Has your student had any medication to reduce a fever before coming to school?

If any of the answers to the above questions are YES, the student must be sent home.

Refer to RETURNING TO SCHOOL AFTER SUSPECTED COVID-19 SYMPTOMS.

If the answer to all of the above questions is “no,” Sunbeams staff will check the student for signs of being sick, such as flushed cheeks or tiredness. Staff will keep a distance of at least six feet of space and

have a physical barrier between self and the student during assessment.

STAFF ENTRANCE

Sunbeams staff shall enter through lower door by playground. Staff will use hand sanitizer upon entering and take their temperature with supplies located by this door. The thermometer will be wiped down between uses. Staff will use the Daily Health Screening form for COVID-19 screening questions. If SLS staff answers yes to any of the questions or has a fever of 100.4 F or higher, they will immediately notify the administrator and leave the premises.

REDUCING TRANSMISSION: GROUPING STUDENTS

Sunbeams will keep students in groups with dedicated staff and maintain consistency from day to day among groups whenever possible. Multiple groups of students will not share spaces with one another when inside the building or outside in the playground areas. The school nurse will be notified when classes come in contact with each other. Each class will distance themselves from other classes by a 6 ft. spacing or greater.

Each classroom space will provide 36 square feet per person with 6 feet distancing:

Preschool classrooms: 12 students + 2 teachers at a time

Kindergarten classroom: 12 students + 2 teachers at a time

First Grade classroom: 12 students + 1 teacher at a time

Second-Fourth Grade classroom in Fellowship Hall: 20 students + 2 teachers at a time

PHYSICAL DISTANCING

Sunbeams staff and students will practice physical distancing (six feet) within each group of students as much as possible. Sunbeams staff will create space between students and will reduce the amount of time they are close with each other. The ability to do this will depend on students' ages and developmental and physical abilities. Sunbeams has selected strategies to increase physical distancing that will work

for the space available. Sunbeams staff has been creatively developing opportunities to increase physical space between students and to limit interactions in large group settings.

Sunbeams may consider physical distancing strategies such as:

- Canceling in-person activities and events such as field trips, special guests, school-wide parent meetings, or family nights.
- Canceling or modify classes where students are likely to be in very close contact.
- Suspending or make significant modifications to activities that are considered high risk, such as chapel or other classes or activities that require students to remove face coverings and may contribute to transmission of COVID-19. Should these classes or events continue, Sunbeams will attempt to hold them outdoors or in a large well-ventilated space and with fewer people than usual to allow even greater physical distance between students. Sunbeams will ensure that families understand these activities are high risk.
- Increasing space between desks. Sunbeams will rearrange student desks to maximize the space between students. Sunbeams will turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Reducing the number of students in the halls at one time. Sunbeams will stagger release of classes. Sunbeams will limit activities where multiple classrooms interact.
- Staggering arrival and/or dismissal times (see DROP-OFF AND PICK-UP). These approaches will limit the amount of close contact between students in high-traffic situations and times.
- Limiting nonessential visitors. Sunbeams will limit the presence of volunteers for classroom activities, support, and other activities.
- Teaching staff, students, and their families to maintain distance from each other in the school. Sunbeams will educate staff, students, and their families about social distancing and explain why this is important.
- Keeping students outside more, as weather and space permits.

MEALS AND SNACKS

Sunbeams will limit gatherings and potential mixing of classes or groups during lunch and/or snack time. Sunbeams will ensure physical distance between students and between groups. Sunbeams will clean and sanitize tables before and after each group eats.

HYGIENE PRACTICES

Sunbeams staff and students will wash hands often with soap and water for at least 20 seconds throughout the school day. Students and adults should wash hands when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. Sunbeams staff will help young students to make sure they are doing it right. Students (and adults) should not touch their eyes, nose, and mouth with unwashed hands. If soap and water are not readily available, an alcohol-based hand gel with at least 60% alcohol will be available (preferably fragrance-free). Hand sanitizer will be placed throughout the school. Students and adults will sanitize upon entering the building and before going out to the playground. Sunbeams staff will supervise use of alcohol-based hand sanitizing gel by young students.

CLOTH FACE COVERINGS

Wearing cloth face coverings helps prevent the spread of COVID-19. A clean face mask is required each day for all SLS staff. All students, volunteers, or guests must also wear cloth face coverings at school.

Exemptions to wearing a cloth face covering are:

- Those with a disability that prevents them from comfortably wearing or removing a face covering.
- Those with certain respiratory conditions or trouble breathing.
- Those who are deaf or hard of hearing and use facial and mouth movements as part of communication.

- Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person.
- Younger students must be supervised when wearing a cloth face covering and will need help putting them on, taking them off, and getting used to wearing them.
- Even when cloth face coverings are worn, Sunbeams will continue practicing proper physical distancing.

IF SOMEONE DEVELOPS SIGNS OF COVID-19

If a student or staff member develops signs of COVID-19 (cough, shortness of breath, fever 100.4 F, sore throat, chills, new loss of taste or smell, muscle or body aches, nausea/vomiting/diarrhea, congestion/runny nose, unusual fatigue), Sunbeams staff will separate the person away from others, with supervision, at a distance of six feet in a quarantine area, until the sick person can leave. Two designated quarantine areas have been established. These areas will be separated off from the rest of the room. Masks will continue to be worn until the ill person is out of the building. School administration will be notified of the illness. Sunbeams staff will then clean and disinfect the areas where the person was after they leave. Parents or guardians must inform the school right away if the person is diagnosed with COVID-19.

If a student or staff member tests positive for COVID-19, the local health jurisdiction will advise, but it is likely that many of the student's classmates will be considered close contacts and may need to be quarantined for 14 days.

RETURNING TO SCHOOL AFTER HAVING SUSPECTED SIGNS OF COVID-19

A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:

- At least three days (72 hours) have passed since there has been no fever without the use of medications and improvement in respiratory signs (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 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, childcare, school, or public places for 14 days.

CLEANING AND DISINFECTING PROCEDURES

Sunbeams has an infection control plan, updated to reflect what is known about COVID-19. Sunbeams will increase the frequency of cleaning, sanitizing, and disinfecting and will be using disinfectant products that comply with CDC guidelines. Lysol/Clorox wipes, a rubbing alcohol/water mixture, or a bleach/water mixture may be used in the classrooms. Each day after students leave, all classrooms will be vacuumed, swept, mopped, and disinfected using a fogger and disinfectant that meets CDC guidelines. Bathrooms will again be disinfected.

- *Cleaning* removes germs, dirt, food, body fluids, and other material. Cleaning increases the benefit of sanitizing or disinfecting.
- *Sanitizing* reduces germs on surfaces to levels that are safe.
- *Disinfecting* kills germs on surfaces of a clean object.
- The U.S. Environmental Protection Agency (EPA) regulates sanitizer and disinfectant chemicals. Sanitizing or disinfecting without cleaning first will reduce how well these chemicals work and may leave more germs on the surface.

Sunbeams will clean and sanitize toys, equipment, and surfaces in the program spaces. Sunbeams will clean and disinfect high-touch surfaces like doorknobs, faucet handles, tabletops, and restrooms. Those who clean and disinfect need to wash their hands afterward.

It is important to always follow the disinfectant instructions on the label:

- Use disinfectants in a ventilated space. Heavy use of disinfectant products should be done when students are not present, and the facility should air out before students return.
- Use the proper concentration of disinfectant.
- Keep the disinfectant on the surface for the required wet contact time.
- Follow the product label warnings and instructions for PPE such as gloves, eye protection, and ventilation.
- Keep all chemicals out of reach of students.
- Facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility.
- If possible, vacuum daily (when students are not present). Use a vacuum with a HEPA (high efficiency particulate air) filter – or use HEPA vacuum bags. Having both is even better.

Outdoor areas will be cleaned but need not be disinfected.

- Outdoor areas, like playgrounds, generally require normal routine cleaning, but do not require disinfection.
- High-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

VENTILATION

Ventilation is important to have good indoor air quality. Sunbeams will offer more outside time, open windows and doors often, and adjust the furnace system to allow the maximum amount of outside air to enter the building. Use of fans for cooling is acceptable. Each classroom is equipped with HEPA filter fans using UV-C technology.

SHARED HANDS-ON TEACHING MATERIALS

Shared materials will be strictly limited. Sunbeams staff will clean and sanitize hands-on materials often and after each use. Sunbeams will limit shared teaching materials to those which can be easily cleaned

and sanitized or disinfected. Classroom books and other paper-based materials are not high risk for spreading the virus.

SPECIAL NOTE

The risk of COVID-19 is not connected to race, ethnicity, or nationality. Stigma will not help to fight the illness. Sunbeams strongly encourages all people to share accurate information with others to keep rumors and misinformation from spreading about the nature of COVID-19. Resources include:

- Washington State Department of Health 2019 Novel Coronavirus Outbreak (COVID-19)
- Washington State Coronavirus Response (COVID-19)
- Find Your Local Health Department or District
- CDC Coronavirus (COVID-19)
- Stigma Reduction Resources

HAVE MORE QUESTIONS ABOUT COVID-19?

Call the Washington Office of Superintendent of Public Instruction hotline: 1-800-525-0127. For interpretative services, press # when they answer and say your language. (Open from 6 a.m. to 10 p.m.) For questions about your own health, COVID-19 testing, or testing results, please contact your health care provider. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

REOPENING WASHINGTON SCHOOLS: WORKSITE EMPLOYEE HEALTH & SAFETY REQUIREMENTS

The following set of rules and guidance for staff health and safety was developed by the Department of Labor & Industries (L&I), the Department of Health (DOH), and the Office of Superintendent of Public Instruction (OSPI).

Sunbeams has adopted a written procedure for employee safety and student interaction that is consistent with the procedure outlined by

the Washington Office of Superintendent of Public Instruction and complies with the safety and health requirements below.

SAFETY AND HEALTH REQUIREMENTS

Sunbeams Lutheran School has a general obligation to keep a safe and healthy worksite in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, Sunbeams has chosen to comply with COVID-19 worksite-specific safety practices as outlined in the Governor’s orders enacted now and in the future, and in accordance with L&I General Requirements and Prevention Ideas for Workplaces and the DOH Workplace and Employer Resources & Recommendations. Amendments and changes to these requirements will be implemented in accordance with the timelines provided in the amendments issued by these agencies.

Sunbeams will specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

1. Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer’s COVID-19 policies.
2. Limit all indoor spaces to a capacity in which a six-foot distance can be kept between all staff, students, and others.
3. Maintaining a minimum six-foot separation is required between all employees, students, and others to the maximum extent feasible. When strict physical distancing is not feasible for a specific task, the employer is required to provide additional prevention measures, such as use of barriers, personal protective equipment (PPE) that provides a higher level of protection, minimize the number of staff or students in the enclosed areas, and stagger breaks, recesses and work shift starts.
4. Provide at no cost to employees and require to be worn PPE such as gloves, goggles, face shields and face coverings or masks as appropriate or required for the activity being performed. Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under L&I safety and health rules

and guidance with the following exceptions: when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction. Refer to Coronavirus Facial Covering and Mask Requirements for additional details. A cloth facial covering is described in Department of Health guidance.

5. Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
6. Increase the frequency of facility cleaning schedules that includes cleaning and sanitizing with a particular emphasis on commonly touched surfaces – which shall be no less stringent or frequent than what is required by the Department of Health for K–12 schools.
7. Screen employees, students, and any other individual who will be at Sunbeams for more than 15 minutes, for signs/symptoms of COVID-19 at start of every shift, including taking temperatures prior to the start of each workday or shift.
8. Make sure sick employees and students stay home or immediately go home if they feel or appear sick.
9. Cordon off any areas where an employee or students with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines established by the Department of Health to deep clean and sanitize.

The Sunbeams School Director will act as the site-specific COVID-19 supervisor, designated to monitor the health of employees and enforce the COVID-19 job site safety plan.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for an employer to take adverse action

against a worker who has engaged in safety-protected activities under the law if the individual's work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible.

Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances.

Generally, the K–12 school environment is considered a medium risk transmission area where work is inside a structure/office where at least six-foot distance is mostly maintained but with job tasks that require several minutes of six-foot distance broken several times a day. In a medium risk transmission area or higher risk level, a cloth mask is not sufficient without additional controls.

To address workplace safety and health risks at Sunbeams, the following requirements exist:

- All employees are required to use at least a cloth face covering that fully covers the mouth and nose. Additional personal protective equipment or other controls are required for workers in medium and higher risk transmission areas.
 - When wearing a face covering reduces the effectiveness of teaching (for example, during speech therapy, demonstrating enunciation, or language instruction), the educator may remove the face covering for the period of time that the covering interferes with instruction. Physical distancing of at least six feet must be strictly maintained during this time.
- All students and other individuals who will be at Sunbeams for greater than 15 minutes are required to use cloth face coverings that fully covers mouth and nose or higher protection.

- For employees or students who cannot or should not wear masks consistent with DOH exemption criteria, the employer must provide additional safeguards to address the additional risk, such as:
 - The employee providing the service remotely or students receiving the service(s) remotely,
 - The use of face shields and other protective equipment combined with additional measures that limit the risk that individuals will not come into contact closer than 6 feet, or
 - Implementing other specific procedures and/or accommodations that mitigate the added COVID-19 risks due to the lack of a cloth face covering.

All requirements in this section are subject to additional review and revision by the Department of Health and the Department of Labor & Industries, in conjunction with the Office of Superintendent of Public Instruction.