



RETURN TO SCHOOL PLANNING GUIDE FOR PARENTS

Updated 7.14.2021

Mission:

"Through high expectations, University Academy prepares students to succeed in institutions of higher education, and to serve as positive role models and valuable members of the community."

Table of Contents

Introduction	3
According to the Center for Disease Control	4
Universal Precautions Recommended by the CDC	5
Hand Washing	5
Physical Distancing	5
Masks and Face Shields	5
Cover Coughs and Sneezes	5
Clean and Disinfect	6
Academic Experience	6
Will my child be safe at school?	6
Will my child be safe at lunch?	6
Will my child be safe at arrival and dismissal?	7
What about the After School Program?	7
BELL TIMES	8
Specials Classes	9
Breakfast and Lunch Procedures	9
Transportation	10
Social, Emotional and Health Well-Being	10
ADA Compliance	11
Vaccine Information	12
Building Visitors	112
Community Volunteers	113
Governance and Human Resources	114
Building Operations, Activities and Facility Rentals	114
Acknowledgements	15

Introduction

University Academy knows anything is possible when each of us – educators, students and their families, and community members – unite with one another to ensure that students re-enter schools with safety as a top priority so that learning can continue and students can develop the social and emotional connections necessary for their growth.

This past school year served as a great reminder of the role that schools play in ensuring an equitable education for all students. Schools create conditions that support students with their social/emotional needs, develop lifelong friendships, explore their passions, and channel their energy into productive pursuits and activities. Reopening our school in a manner that is responsive to the needs of families and communities will involve novel challenges with many undetermined factors. University Academy is prepared for any scenario that may arise.

As the world around us changes and evolves, it is imperative for University Academy to learn and grow, preparing our students to be successful and resilient regardless of the challenges AND opportunities that lie before them. As we prepare to re-open, teams of University Academy educators in partnership with local health organizations, medical professionals, education professionals in other organizations, and our Board collaborated to create this guide in an effort to organize a set of directions and protocols aligned to the guidance of medical experts to lead us as we strive to be champions for the students of University Academy.

The mission of University Academy is *“through high expectations, University Academy prepares students to succeed in institutions of higher education, and to serve as positive role models and valuable members of the community.”* This is only accomplished in an environment of high expectations and in this pursuit we will not waiver. We understand that there will be circumstances, those like we may never have experienced before, in which grace will be necessary to do what is in the best interest of our students, staff, and community. These circumstances will not be taken lightly, nor dismissed, in our efforts to ensure the enduring culture of high expectations that has been such an important aspect of the success of our students. Our collective commitment toward ensuring the health and well-being of our students is of utmost importance. University Academy is wholly committed to living our mission in preparation for the reopening of our schools for K-12 in person instruction – no matter the circumstances put before us.

If parents have questions regarding this planning guide, they can contact the building administrator for their respective child’s school. We are working closely as a team to make this transition safe and effective for all involved and will do our best to answer all questions in a timely manner.

According to the Center for Disease Control

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [hand-washing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this guide. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and the spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. In accordance with the latest CDC guidance, UA will not require individuals who are vaccinated to wear a mask while at school. **COVID-19 Vaccination proof in the form of a copy of the vaccine card will be required.** The copies of these cards will be accepted via email, fax or in-person. They can be sent to leavittb@universityacademy.org, faxed to 816-410-0322 or brought to school in person between 8:00am and 3:00 pm Monday through Friday starting August 2nd. By making masks optional for vaccinated individuals, you as a parent have the personal freedom to require your child to wear a mask while at school. Face coverings are required to be worn by staff and students who are not fully vaccinated, and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the face covering and to [wash their hands](#) frequently. Information can be found here regarding [proper use, removal, and washing of cloth face coverings](#) (CDC, 2020).

As of July 9th, the CDC has the following updated recommendations for schools:

- Students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority.
- Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.
- **Masks should be worn indoors by all individuals (age 2 and older) who are not fully vaccinated.** Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained. Masks will not be required for anyone while outdoors.
- CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.
- School buses and transportation: **The CDC order requiring masks on public transportation (even for those individuals who are fully vaccinated) is still in effect and continues to apply to school buses.** Children do not need to maintain physical distancing if other mitigation strategies are in use, including wearing masks and opening windows, on buses.
- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.
- Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.

If updated information from the CDC requires us to alter this plan or if numbers in the KC Metro dictate a change in procedures, we will notify parents prior to making those changes. The option to move to Virtual Learning will be available throughout the first semester. Once a parent chooses to have their student in the Virtual track, they are in that mode for the remainder of the 2021-22 school year.

Symptoms of COVID-19

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. [Children](#) have similar symptoms to adults and generally experience mild illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms **may** have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all-inclusive. Other symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

Universal Precautions Recommended by the CDC

Hand Washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Physical Distancing

Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick. Our goal is to provide 3 feet social distance when possible.

Masks and Face Shields

Cover your mouth and nose with a cloth face cover or plastic face shield when around others. You could spread COVID-19 to others even if you do not feel sick. The cloth face cover or plastic shield is meant to protect other people in case you are infected. Do NOT use a facemask meant for a healthcare worker.

Cover Coughs and Sneezes

If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants work well.

Academic Experience for K-12 In Person

Will my child be safe at school?

Based on guidance from the CDC, Children's Mercy Hospital, Jackson County Health Department, the Kansas City Health Department, and other medical professionals involved in leading the fight against COVID-19, University Academy has developed a proactive plan that places student and employee safety at the forefront of returning to school. Classroom teachers and support staff will play an increasingly important role in the health and wellness of students. Additional safety measures beyond the daily and hourly classroom checklist include:

- **Presently, all individuals who are not vaccinated are required to wear face masks most of the school day (must be worn when in a room or space with others). Students are required to wear a mask during most of the school day, especially when social distancing is difficult, if they are not vaccinated.** Students are welcome to provide their own appropriate masks. UA will provide two masks per student at the start of each quarter. Masks are the responsibility of the parent or guardian.
- **COVID-19 Vaccination proof in the form of a copy of the vaccine card will be required.** The copies of these cards will be accepted via email, fax or in-person. They can be sent to leavittb@universityacademy.org, faxed to 816-410-0322 or brought to school in person between 8:00am and 3:00 pm Monday through Friday starting August 2nd.
- To the extent possible, students will be spaced throughout the classroom to **promote social distancing.**
- University Academy has purchased 10 new water dispensers that can be used with a personal water bottle. Traditional water fountains will not be available. **Students should bring their own personal water bottle to be used at school.** **UA will be providing ONE water bottle for every student.**
- **Nine additional hand-washing stations have been installed to accommodate frequent hand-washing and sanitization. Hand sanitation stations have been installed in rooms around campus.**
- We will limit the use of community supplies (pencils, calculators, lab equipment, machinery, P.E. equipment, etc.) that are difficult to disinfect in the classroom or at recess.
- **There will be no assemblies or large group meetings allowed during the school day, that have attendance from a different grade level building. K-2 or 3-5 can meet as a group, but K-5 will not be allowed to meet as a group. Social distancing is still expected when possible.**

On the first day of school and throughout the first two weeks, these new safety procedures will be taught and practiced in all of our classrooms. **Parental support and reinforcement of these new measures will be critical in providing the safest possible environment for our staff and students.** We appreciate your assistance. If parents have questions regarding this planning guide, they can contact the building administrator for their respective child's school.

Will my child be safe at lunch?

Students will be eating in the cafeteria. Maintaining social distancing and ensuring the wearing of a mask is difficult, ultimately increasing the risk of student and staff exposure. Breakfast will also be served in the cafeteria. Food service employees will continue to be intentional with their selection of food and communication with teachers to ensure students with food allergies are not exposed to foods to which they are allergic. Please ensure that you are following any guidelines set forth by the school and classroom teacher as they relate to student allergies.

Will my child be safe at arrival and dismissal?

K-12 INFORMATION

Arrival and dismissal can be challenging with large numbers of students congregating, making it difficult to socially distance. University Academy will utilize two entrance points to reduce congestion. Students will enter either the main entrance or the bus entrance depending on how they arrive at school.

ENTRY PROCEDURES:

- Students at Main Entry will be released 10-12 cars at a time **THROUGH THE MAIN DRIVE ONLY** starting at 7:00 am. (Main Drive opened at 6:50am -Main Drive closes at 7:30 am- Main Lot closes at 7:00 am - Main Lot opens at 7:30 am)
- PARENTS- DO NOT pull in the Main Lot to drop off students before 7:30 am. Please use the main drive only.
- US students may enter at the 68th street doors between 7:00 am and 7:30 am.
- Parents may utilize the bus lot starting at 7:10 am until 7:25 am for drop-off. The gates on Holmes Road will close at 7:25 am.
- ALL drop-offs after 7:30 am will be in the Main Lot.
- Students at bus entry will be released from one bus at a time starting at 6:50 am.
- K-5th grade students will report directly to their classroom when they enter the building.
- 6th-12th grade students will report directly to the gym or cafeteria.
- Breakfast will be available for 6th-12th grade students in the cafeteria from 7:00-7:25am.
- Students will eat breakfast in the cafeteria. K-5th grade students will be escorted to the cafeteria for breakfast by staff at a scheduled time.

DISMISSAL PROCEDURES:

- K-1 students will stay in classrooms to be checked out in F House or dismissed with the CurbSmart App. K-1 bus riders are escorted to the busses at 2:38 pm.
- 2-5 car riders will report to the small gym for dismissal @ 2:32 pm by house. SEE SCHEDULE BELOW. They will be grouped by grade level.
- Parents will be allowed to park in the main lot, enter at main doors at 2:40 (**ALL** individuals MUST wear a mask or provide proof of vaccination) and check students out OR wait in the Main Drive for students to be escorted out utilizing the CurbSmart App with a placard number. K-5 Dismissal starts at 2:40 and the Main Drive is opened at 2:30 for cars to enter.
- Dismissal starts at 2:30 for MS/US student BUS RIDERS and 2:35 for MS/US students with siblings or PPU.
- MS/US students with LS siblings are allowed to walk to the small gym (interior halls) and ‘check out’ their siblings, then exit through main doors at 2:35pm.
- MS/US students without siblings will exit through gym doors. US students driving may exit 68th street doors with siblings.
- **Students needing to leave early, need to be picked up by 2:00 pm!**
- Bus students will be walked out by their teachers and placed on busses by house.
2:32 A House; 2:34 B House; 2:36 C House; 2:38 F House

What about the After School Program?

The After School Program will be operating as normal with **ALL students who are unvaccinated required to wear a mask**. ASP staff will try to follow social distancing to the extent possible.

BELL TIMES

University Academy staff will arrive no later than 7:00 am. Students will be allowed to enter the building starting at 7:00 am at either the Main Entrance or the 68th Street entrance for US Students and their siblings, based on how they arrived on campus. Students will proceed directly to their classroom for LS grades or the cafeteria or Main Gym for MS/US grades. The tardy bell will ring at 7:30 am, allowing for a full 30 minutes to enter students into the building safely. MS/US students MUST BE IN CLASS at 7:30am in order to not be tardy.

Dismissal will start at 2:40 pm, so please make sure you are here and in line with your placard for student pick up by 3:00 pm at the latest. **All students must be off campus by 3:10 pm, unless in an approved after school activity. Any remaining students may receive late pick up fees. Repeated incidents of late pick up may result in increased fines.**

Please show patience with district employees as they implement new protocols. Arrival and dismissal procedures may initially take more time than in previous years.

I do not feel comfortable sending my child to school, what are my options?

If you do not feel comfortable sending your child back to school, there will be a 100% Virtual option offered and you should choose this option. The goal is to partner with families to develop the best possible instructional delivery plan for students during this pandemic period. Remember that once Virtual Learning is chosen as an option, that is for the ENTIRE SCHOOL YEAR, no switching back to in-person learning. To switch your child to virtual learning, please email your building principal with the request.

The initial **DEADLINE** for choosing Virtual Learning to start the 2021-22 school year is **Aug.6th**. After that date, NO STUDENTS WILL BE ALLOWED TO CHANGE THEIR LEARNING TRACK FROM IN-PERSON to VIRTUAL UNTIL AFTER SEPT. 7th.

Please allow us up to 7 days from the date of your request to change learning tracks to get your student placed appropriately.

How will my child learn some of the important standards that may have been difficult to learn through virtual education this year?

Teachers will be collaborating to determine which standards are crucial to student success at the next grade or course level and develop plans to ensure mastery and understanding during the first few weeks of school, re-teaching and reinforcing these standards when necessary for student learning progression.

Community Transmission Rates

If the community transmission rate for COVID-19 rises to a greater level of concern, we may transition all students (*ALL* in-person students) to our 100% Virtual plan for a short period of time.

NOTE: All 100% Virtual learners may be required to be physically present for exams and state assessments. All appropriate social distancing protocols will apply. Information related to any changes that may be implemented due to increases or decreases in the level of threat of COVID-19 transmission will be available on the University Academy Website at:

universityacademy.org

Specials Classes and Electives

How will my student's elective classes look different this academic school year?

University Academy is committed to providing all curricular opportunities possible while following the recommendations from the Center for Disease Control (CDC) and the Jackson County Health Department when possible. Pending further guidance from state and local health officials, to the extent possible, University Academy will adhere to the most current recommendations concerning social distancing, gathering size and personal protective equipment (PPE) for students and staff at the time of the curricular opportunity. Students will be travelling to specials classrooms for instruction this year.

To the extent possible, University Academy expects all classroom activities to be performed while adhering to CDC and Jackson County Health Department recommendations, including but not limited to:

- Weather permitting; students will go outside when possible for physical education and/or chorale classroom activities.
- A larger space will be considered to accommodate for social distancing if designated classrooms are too small to allow for appropriate student numbers and/or spacing.
- Commonly touched surfaces and equipment will be avoided when possible. Those surfaces and/or objects will be disinfected before and after use when avoidance is not possible.
- There will be limited shared art supplies.
- Upon the return of library books, each book will be disinfected prior to recirculation.
- Clear guidance will be established for students to follow when entering and exiting classrooms.

Breakfast and Lunch Procedures

How will my child be protected during meal times?

All Food and Nutrition staff members are thoroughly trained in food safety. The Health Department routinely audits school kitchens and University Academy has been awarded top ratings for cleanliness. Using the public health guidelines, University Academy plans to return to normal meal service operations at this time.

- Tables will be disinfected after each student meal by students and staff using approved cleaning protocols.
- Students will wash or sanitize their hands prior to and after eating.
- All food will be prepared in the school kitchen in accordance with national school lunch standards.
- Meal substitutions and seating accommodations will be made for students with food allergies/intolerances, based on medical forms on file.
- Meals may be sent from home. However, some ingredients may be restricted to promote a safe environment for students with food allergies. Your student's teacher will notify you of these cases.
- **NO heating of student meals will be available.**
- In addition to normal sanitizing procedures, the kitchen will be disinfected before-and-after food preparation shifts.

More information on school meals can be found on the UA Monthly Menus webpage:

universityacademy.org/parents/monthly_menus

Transportation

What steps will be taken to ensure my children are safe on the bus?

Riding the bus may be a necessary mode of transportation for some students. However riding the bus does come with added risk to COVID-19 exposure. **Parents and guardians are highly encouraged to bring their children to school if possible.** University Academy and Apple Bus have established protocols to reduce, **but not eliminate**, the chances of COVID-19 transmission while on the bus. Apple Bus Company may, if available, at times have human monitors on buses to enhance safety.

- **ALL Students riding the bus will be required to wear a face mask regardless of their vaccination status.** Buses will be cleaned and disinfected at regular intervals. Touch surfaces on the bus such as handrails and seats will be disinfected after every route.

To limit student-to-student contact, students will enter the bus and sit in assigned seats, loading back to front. Drivers and/or monitors will remind students of safe riding practices. Signage will also be on the bus to remind students about safe practices with regard to the pandemic.

What can I do to help ensure my children are safe on the bus?

Every student should wash or sanitize their hands before getting to the bus stop in the morning and afternoon. **Please encourage your child to wear a face mask and remind your child not to touch other students, or to share toys or common items like cell phones.** Remind your child to practice safe distancing protocols. University Academy strongly encourages you to bring your student to school, if possible, to mitigate chances of COVID-19 transmission.

How will Transportation staff establish protocols to disinfect?

Apple Bus Company will ensure that all of their personnel are trained in sanitizing and disinfecting protocols. Disinfection will occur multiple times throughout the day. This includes the buses themselves, as well as the facilities related to their operations.

Social, Emotional and Health Well-Being

How will the social/emotional health of my child be addressed when classroom instruction resumes?

Support staff (Counselors and Social Workers) will work to do the following:

- Provide support for staff regarding typical childhood reactions to stress and trauma.
- Collaborate with teachers on activities to address student mental health upon return to school.
- Collaborate with community agencies on best practices.
- Provide classroom lessons on school expectations and structure around health safety and social distancing practices to help students re-adjust to a full school schedule.

What kinds of PPE (personal protective equipment) will be available in the school?

- PPE (gloves, masks/shields, gowns) will be provided for health room staff and employees who work in very close proximity to students with special needs.
- Face shields will be provided to nurses for use when conducting procedures on students.
- Touch-free thermometers are available for school use.
- Sanitizers/cleansers, hand soap, and tissues are provided throughout all buildings.
- There will be a designated isolation room for students/staff that exhibit symptoms of COVID-19 that will be disinfected regularly and modified to avoid contamination.

- New hand-washing stations, water dispensers and Plexiglas barriers have been installed.
- One water bottle will be provided for each student's use. Please send a water bottle with your student daily.

What happens if a student or staff member tests positive for COVID-19 or was in close contact with someone that has?

School staff, in collaboration with health officials, will determine if symptoms meet the criteria for a possible case of COVID-19. **In the case that it is determined that the symptoms may be COVID-19 related or if a student or staff tests positive:**

- School nurse will determine if symptoms meet the criteria for a concern of COVID-19.
- Student or staff will be isolated from other students and adults.
- Parents will be contacted immediately to pick the child up from school.
- Siblings or others living in the same household and attending UA will also be screened.
- Information about testing locations will be provided to the family.
- We may ask the individuals and families not to return to campus until 72 hours have passed without symptoms AND 10 days have passed since symptoms first appeared OR until cleared by a doctor.
 - **When the test is positive, University Academy staff and students (unvaccinated) IN CLOSE CONTACT will be asked to quarantine for up to 14 days. Those individuals will be required to be virtual during quarantine.**
 - **Close Contact is defined as within 6 feet for more than 15 minutes and NOT wearing a mask.**
 - Vaccinated students and staff DON'T have to quarantine based on close contact. ***Proof of Covid-19 vaccination will be required in order not to isolate, once a staff or student has been deemed a close contact to a positive Covid-19 case.***
 - All staff and students that may have been in contact with an individual that tested positive will be identified and may be asked not to return to campus for up to 14 days. If, at that point, the individual(s) has not shown any signs or symptoms of COVID-19; they may return to campus.
 - Staff members who test positive for COVID-19 will be asked to not return until 72 hours have passed without symptoms AND 10 days have passed since symptoms first appeared OR until cleared by a doctor.

ADA Compliance

University Academy is committed to making appropriate accommodations for children with disabilities with respect to the health and safety policies surrounding COVID-19. Accommodations will be made as necessary or as mandated by student Individual Education Plans.

- The EEO laws, including the ADA and Rehabilitation Act, continue to apply during the time of the COVID-19 pandemic, but they do not interfere with or prevent employers from following the [guidelines and suggestions made by the CDC or state/local public health authorities](#) about steps employers should take regarding COVID-19. Employers should remember that guidance from public health authorities is likely to change as the COVID-19 pandemic evolves. Therefore, employers should continue to follow the most current information on maintaining workplace safety. Many common workplace inquiries about the COVID-19 pandemic are addressed in the CDC publication "[General Business Frequently Asked Questions.](#)"
- The EEOC has provided guidance (a publication entitled [Pandemic Preparedness in the Workplace and the Americans With Disabilities Act \[PDF version\]](#)) ("Pandemic Preparedness"), consistent with these

workplace protections and rules, that can help employers implement strategies to navigate the impact of COVID-19 in the workplace. This pandemic publication, which was written during the prior H1N1 outbreak, is still relevant today and identifies established ADA and Rehabilitation Act principles to answer questions frequently asked about the workplace during a pandemic. It has been updated as of March 19, 2020 to address examples and information regarding COVID-19; the new 2020 information appears in bold and is marked with an asterisk.

VACCINE INFORMATION

University Academy will provide opportunities for vaccinations to educators, other staff and students, if eligible. To assist in this mitigation strategy, University Academy has promoted and self sponsored vaccination clinics on the following dates for both staff and students (16+ and 12+ clinics specifically). UA worked in conjunction with Children’s Mercy Hospital and Truman Medical Center to offer the following opportunities: March 22- Staff Vaccines at EMKS, April 1- Student Vaccines at UA, April 12- Staff Vaccines at EMKS, April 22- Student Vaccines at UA, June 3- Student Vaccines at EMKS, June 17- Student Vaccines at UA.

Vaccines are an important tool to help stop the COVID-19 pandemic. Teachers and staff hold jobs critical to the continued functioning of society and are at potential occupational risk of exposure to SARS-CoV-2.

Vaccinating teachers and staff is one layer of prevention and protection for teachers and staff. Strategies that minimize barriers to access vaccination for teachers and other frontline essential workers, such as vaccine clinics at or close to the place of work, are optimal. To address this important public health priority, the Health and Human Services Secretary issued a Secretarial Directive on March 2, 2021, that directs all COVID-19 vaccination providers administering vaccines purchased by the US government to make vaccines available to those who work in K–12 schools. This means that in addition to existing state and local COVID-19 vaccination sites, teachers, staff and students in schools across the nation can sign up for an appointment at more than 9,000 pharmacy locations participating in the Federal Retail Pharmacy Program for COVID-19 Vaccination.

- **COVID-19 Vaccination proof in the form of a copy of the vaccine card will be required for students and staff not wearing a mask.** The copies of these cards will be accepted via email, fax or in-person. They can be sent to leavittb@universityacademy.org, faxed to 816-410-0322 or brought to school in person between 8:00am and 3:00 pm Monday through Friday starting August 2nd.

New CDC resources are available to provide information about vaccines: <https://www.vaccines.gov/>

Children’s Mercy Hospital Vaccine link <https://www.childrensmercy.org/health-and-safety-resources/information-about-covid-19-novel-coronavirus/covid-19-vaccine-at-childrens-mercy/>

Building Visitors

What should I do if I need to come to the school for any reason?

We strongly encourage you to do as much communication and business as you can via email or the phone, without coming to the school. **If you need to come to the school for any reason you must have an appointment.** The Front Office phone number is 816-412-5900. The Office Manager is Cynthia Kivett and her email is kivettC@universityacademy.org. Staff that request parents to come to school for appointments must

have building administration approval before setting the appointment. **ALL Building Visitors will be required to wear a mask unless they provide documentation of vaccination.**

My child takes medication and I'm required to give it to the nurse, how do I bring medicine to school?

Continue to do what you have done in the past and get the documentation completed by your physician. When you have the medicine and the consent form, please arrange a time to meet with the school nurse. Someone will meet you outside the building to get the medication and the form.

How do I pick my student up early from school?

Please ring the buzzer at the door when you arrive at school and let the office know that you need your child to be checked out early. A staff member will come to the door and ask that you sign the student out. Students leaving early for the day need to be picked up by 2:00 pm.

The school day has started and my child is late. Should I walk him/her into the office?

If you are bringing your child to school after the start of the day you should walk up to the school and ring the buzzer. A staff member will meet you at the door so that you can appropriately sign your student in.

Can I observe my child's classroom?

As we work to limit the number of outside adults in school during this year, we will not be allowing parents/guardians to observe in classrooms at this time. We look forward to returning to previous observation protocols in the near future.

Can I attend school parties or have lunch with my child?

Unfortunately, to limit the number of adults in the building/classroom, we will temporarily discontinue allowing parent volunteers at school parties. Nor will visitors be allowed to eat lunch with students. We look forward to returning to our normal procedures once we are through the pandemic period.

I have an IEP/504/Other parent meeting; can I come to the building to attend?

IEP meetings may be held virtually unless parents are unable to participate online due to lack of technology. In these cases, district screening protocols and social distancing measures will be followed. The preference is to conduct virtual meetings whenever possible to ensure the safest environment and least likelihood of disease contraction.

Will my child's class go on field trips or have guest speakers?

Teachers will work to provide rich experiences through virtual trips and online guest speakers to limit potential exposure to COVID-19 during the pandemic. Field trips are a vital part of our curriculum offerings and are acceptable with certain expectations in place for hand-washing, social distancing and cleaning protocols.

Community Volunteers

The volunteers that serve University Academy have a tremendous impact at our school and on our students. While we encourage you to continue seeking opportunities to assist University Academy through your generous gift of time, we must ensure our protocols during the pandemic protect the health and safety of our staff and students and you, our much appreciated volunteers.

We encourage prospective volunteers and those that have volunteered on a regular basis in the past to contact the school to determine what opportunities are available at this time. ALL volunteers entering the building must be vaccinated (show proof) or wear a mask. Go [here](#) for more information on volunteer opportunities.

Governance and Human Resources

What is the protocol when an employee returns to work for the first time?

According to the Center for Disease Control (CDC) guidance, schools and childcare programs are not expected to screen children, students or staff to identify cases of COVID-19 ([K-12 Schools and Childcare Programs](#)).

University Academy will discontinue temperature checks for staff, but will continue with pre-screening protocols to protect employees and students.

Prior to initially returning to work, staff will be provided a set of screening questions to detect potential symptoms. Staff will be asked to review the screening questions throughout the COVID-19 pandemic. Any employee screening will be implemented on a nondiscriminatory basis, and all information obtained will be treated as confidential medical information.

Building Operations, Activities and Facility Rentals

PUBLIC USE OF BUILDINGS

Will visitors be allowed in schools during the school day?

In addition to the safety and security measures performed daily at our school, every effort will be made to limit unnecessary exposure to students and staff during school hours. The following protocols will be in place:

General Guidelines:

Only employees, contractors, and approved volunteers required for student instruction or services will be allowed in the building during school hours. This includes all essential staff, parents/guardians (**by appointment only**), and LEA personnel.

Visitors will be limited to the administrative offices only during school hours. Maximum occupancy numbers will be posted in the administrative offices. School personnel will enforce maximum occupancy. Visitors will be asked to follow the social distancing and PPE recommendations from the CDC, Kansas City MO, and the Jackson County Health Department at the time of their visit.

All meetings and visits from non-essential staff (vendors, local businesses, etc.) will take place outside of the school day when possible. When not possible, these individuals will have access by appointment only and will follow social distancing, mask and vaccination proof requirements..

There will not be any public use of school facilities during school hours.

Parents/guardians should contact the office prior to coming to the school if they do not have a scheduled appointment.

Will visitors or non-school personnel be allowed in the schools after school hours?

To support the work of our custodial staff and their efforts to disinfect and maintain a safe building for the students and staff, we will have the following parameters for school access after the school day and during the weekends:

- We **will** still allow facility rentals on a case-by-case basis.
- All non-school groups must request building access through completion of the [Facilities Request Form](#) and submitting the form to the appropriate approval supervisor selected from the list available on the form. The appropriate supervisor must approve all after school facility usage requests before use by a non-school group. All other policies and regulations related to facility usage will apply, including the

MANDATORY Additional Fees noted on the Facilities Request Form for the additional custodial personnel/hours to ensure appropriate cleaning and disinfecting and security personnel to ensure a safe and secure venue.

- **All areas used by the public will be disinfected following use.**
- **All non-school groups will have to adhere to social distancing and gathering recommendations at the time of the event.**

Reminders will be posted at entryways reminding you **not to enter if you are experiencing signs of illness.**

What protocols will be in place if a member of the public who used the building informs us that someone in their group has contracted COVID-19?

The area will be closed off and will not be available until cleaned and disinfected. Custodial staff will perform a deep clean and disinfecting of the space from COVID-19 exposure.

If parents have questions regarding this planning guide, they can contact the building administrator for their respective child's school.

Acknowledgements

University Academy would like to acknowledge several individuals, groups, and organizations for the collaborative work that has resulted in this informative Return to School Guide:

- **Children's Mercy Hospital**
- **Dr. David McGehee**
- **Guin Mundorf**
- **Mayor Quinton Lucas**
- **Missouri Charter Public Schools Association**
- **The Center for Disease Control**
- **The Department of Elementary and Secondary Education**
- **The Kauffman Foundation**
- **The North Kansas City School District**
- **University Academy Administrative Team**
- **University Academy Board of Directors**
- **University Academy Parents, Students, and Staff**