COVID-19 Safety Plan

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INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

This Covid Safety Plan is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Since the outbreak of COVID-19, the Kingsburg Elementary Charter School District (District) Governing Board and staff have taken and continues to take actions to address and respond to its challenges while continuing to provide a quality education for our children.

Throughout the first half of the 2020-2021 school year, the District opened for in-person instruction in accordance with the elementary school waiver, which was approved on October 1, 2020. Seventy percent of the District’s enrolled students returned to in-person learning, while observing a hybrid model of instruction. The District further offered parents the opportunity to have their students attend school through distance learning. The District developed a Return-to-Work plan in accordance with state and local county health department guidelines.

As knowledge regarding COVID-19 has developed, the Districts’ responses as well as the responses of federal, state, and local governments have evolved. The result has been new laws and regulations, executive orders issued by the Governor, and orders, directives, and guidance by state and local agencies, including state and local public health officers.

On January 14, 2021, the California Department of Public Health (CDPH) issued the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (CDPH Guidance). Pursuant to the CDPH Guidance, all school districts in California are required to develop and maintain a COVID-19 Safety Plan.

The Kingsburg Elementary Charter School District (KECSD) is committed to maintaining a safe work environment that reflects guidance from federal, state, and local public health officials to mitigate the spread of COVID-19. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. While testing and vaccines are widely available, we must continue to practice strategies to decrease the spread of COVID-19. Together, our actions contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

This COVID-19 Safety Plan is designed to set forth standards and protocols for the safety and well-being of KECSD employees, students and any other persons accessing KECSD offices and school settings. Its contents are to be implemented organization-wide.

The KECSD is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19.

This document serves as the KECSD COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). In addition, this document and related site plans serves as the Elementary and Secondary School Emergency Relief Fund (ESSER III) Safe Return to In-person Instruction Local Education Agency (LEA) plan. This document was developed with the most current information known at the time and may be amended as guidance from federal, state and local agencies change.

When you have COVID-19 related questions, contact the following:

To Report COVID-19 Related Illness or Ask COVID-19 Testing Related Questions
Your immediate supervisor will be your main contact.
For other COVID-19 Health Related Questions that cannot be answered at your site or department level:

**Carol Bray**, Director, Human Resources, [cbray@kesd.org](mailto:cbray@kesd.org)

For Time Off from Work/Interactive Process

**Danny McIntyre**, Director, Maintenance & Operations, [dmcintyre@kesd.org](mailto:dmcintyre@kesd.org)

For Cleaning and Disinfecting Protocols

All employees are expected to adhere to the standards and protocols contained in this document. All supervisors and managers are responsible to implement and enforce all aspects of this document.

### DEFINITIONS

**Close Contact**: A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person’s infectious period, regardless of whether person(s) is wearing a mask or vaccination status.

**Common area**: Common areas include all areas of the building accessed by the public or staff members for shared purposes, including lobbies and waiting areas, meeting rooms, hallways, restrooms and break rooms, and elevators.

**Contact Tracing**: Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

**Fully Vaccinated**: People are considered fully vaccinated for COVID-19 when it is two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

**Isolation**: Separates infected people with a contagious disease from people who are not sick.

**Index Case**: A person with a positive COVID-19 test.

**Infectious Period**: For symptomatic infected persons, 2 days before the infected person had any symptoms through Day 10 after symptoms first appeared (or through Days 5-10 if testing negative on Day 5 or later), and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR

For asymptomatic infected persons, 2 days before the positive specimen collection date through Day 10 after positive specimen collection date (or through Days 5-10 if testing negative on Day 5 or later) after specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, infected persons who test negative on or after Day 5 and end isolation, in accordance with this guidance, are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

**Outbreak**: According to CalOSHA, three (3) or more COVID-19 cases in an “exposed workplace” within a 14-day period or identified as an outbreak by a local health department. According to FCDPH, an outbreak occurs when positive cases reach 10% an airspace.
**Physical distancing:** According to the CDC, physical distancing means keeping space between yourself and other people outside of your home by staying at least six feet (about two arm’s length) from other people and staying out of crowded places and avoiding mass gatherings. Also known as Social Distancing.

**Quarantine:** Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Refer to the “Return to Work/School After illness Protocol: Students and Staff” section of this plan for quarantine/isolation periods.

**Social Distancing:** *See Physical distancing.*

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### PROTECTION GUIDELINES

**Purpose:** To identify the employer and employee responsibilities to maintain a safe work environment for staff and students.

**Employer Responsibilities:**
- Extend grace and civility to all those you interact with while in the workplace
- Implement daily self-monitoring health screening processes for staff and students
- Provide face coverings (including N95) to KECSD employees and students
- Provide cleaning supplies for KECSD employees
- Post additional signage throughout KECSD buildings and worksites to raise awareness regarding health and safety protocols
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students
- Place appropriate signage throughout facilities informing of appropriate COVID-19 protocols including hand hygiene
- Allow time for hand hygiene and provide facilities for hand washing or sanitizing

**Employee Responsibilities:**
- Extend grace and civility to all those you interact with while in the workplace
- Self-certify your health daily (See Health Screening Self-Certification Protocol)
- When required, wear face covering in accordance with the Facial Covering Protocol
- Practice hand hygiene. Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer
- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning
**COVID-19 TESTING**

**Purpose:** To provide COVID-19 testing to staff and students and to monitor the prevalence of COVID-19 in KECSD schools in accordance with local, state and federal regulatory requirements. This testing plan meets the requirements set forth by SB 1479.

Per California Department of Public Health, KECSD will only use Rapid Antigen Testing in its schools. If PCR testing is preferred, please contact your primary care physician.

KECSD will designate staff to report testing numbers and test results to both CDPH and FCDPH as required by local and state guidance.

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**EMPLOYEE COVID-19 TESTING INFORMATION**

**Who:** KECSD will offer free COVID-19 tests to employees, either through free over the counter Rapid Antigen Test kits. Although testing is not mandatory for employees in all situations, testing is highly recommended.

**Scenarios where employee testing is recommended:**
- When an employee becomes symptomatic at school, employees should test before being sent home.
- Before returning from a prolonged school break, (i.e., winter, spring, and/or summer break)

**Scenarios where employee testing is MANDATORY:**
- If an employee would like to return sooner than the ten-day isolation period after a confirmed positive COVID-19 test, the employee needs to test at day five. If the employee’s day five test is negative and his/her symptoms significantly improve, the employee may return at day six. If an employee’s day five test is still positive, the employee will have to complete the ten days of isolation before returning to work.
- If an employee is identified as a close contact and is asymptomatic, the employee must test 3-5 days after exposure. If an employee who is considered a close contact becomes symptomatic, the employee must test.

**What:** KECSD participates in both the CDPH Professional Antigen Testing program as well as the CDPH Over the Counter/At-Home Rapid Antigen Test Kit Program. All tests are offered to employees free of charge.

**Where:** Employees may choose to self-test and self-report using over the counter (OTC) home tests that must be obtained from their school site, or the District Office.

**When:** Employees who choose to self-test and self-report may test at their convenience.
- Note: employees will not be paid for testing outside of their work hours.

**What is the cost?**
There will be no charge to the KECSD employee, unless employee elects to test through a valid healthcare/clinical provider or testing facility (e.g., CVS, Walgreens).

**Testing obligations with multiple agencies or employers:**
If a KECSD employee has reporting obligations to different agencies or employers, the employee may elect to satisfy the KECSD testing obligations by providing proof of testing. The proof of testing can be emailed to your direct supervisor.
STUDENT COVID-19 TESTING INFORMATION

Who: KECSD will offer free COVID-19 tests to students, through free over the counter Rapid Antigen Test kits. Although testing is not mandatory for students in all situations, testing is highly recommended.

Scenarios where testing is recommended:
- When a student becomes symptomatic at school, student should test before being sent home.
- When a student is considered a close contact and is asymptomatic, student should test 3-5 days after exposure. If a student who is considered a close contact becomes symptomatic, the student should test immediately and stay home.
- Before returning from a prolonged school break, (i.e., winter, spring, and/or summer break)

Scenario where testing is MANDATORY:
- If a student would like to return sooner than the ten-day isolation period after a confirmed positive COVID-19 test, the student needs to test at day five. If the student’s day five test is negative and his/her symptoms significantly improve, the student may return at day six. If a student’s day five test is still positive, the student will have to complete the ten days of isolation before returning to school.

What: KECSD participates in both the CDPH Professional Antigen Testing program as well as the CDPH Over the Counter/At-Home Rapid Antigen Test Kit Program. All tests are offered to students free of charge.

Where: Students may choose to self-test and self-report using over the counter (OTC) home tests that must be obtained from their school’s health office or school nurse.

COVID-19 VACCINATIONS

Purpose: KECSD recognizes that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death. Therefore, the KECSD strongly encourages employees to stay up to date with COVID-19 vaccinations including all primary series doses and boosters. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available access the Fresno County Department of Public Health website: https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-vaccine-information. To find a vaccination clinic and schedule an appointment, go to www.myturn.ca.gov.

CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

Purpose: To provide guidance on the criteria for classroom and school closure.

The Fresno County Department of Public Health (FCDPH) considers an outbreak when positive cases reach 10% of an airspace. School administration will consult with FCDPH about potential classroom and/or school closures. Decisions to close a classroom or school will be made in conjunction with the Fresno County Department of Public Health on a case-by-case basis.
**HEALTH SCREENING SELF-CERTIFICATION PROTOCOL**

**Purpose:** KECSD encourages employees, students and visitors to self-certify their health prior to entering KECSD offices and school settings as a preventive measure to mitigate the spread COVID-19 and to promote good health.

**EMPLOYEE HEALTH SCREENING**

On a daily basis, all KECSD employees should be mindful of the following symptoms prior to entering their assigned work location:

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

- If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.
- If you have new or worsening symptoms, stay home and advise your supervisor immediately.

**STUDENT SCREENING**

On a daily basis, Parents/Guardians should be mindful of the following symptoms prior to sending their child to school:

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days
• If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
• If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor and report illness to the school absence line.

When the student does not appear to be well or states they do not feel well during the school day, the student will be evaluated by a school nurse/designated staff member.

 Role of School Nurse and/or Health Staff/Contact Tracer
Once alerted to a fever or respiratory illness in a student or staff, a member of the health staff or contact tracer should communicate with the individual to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness.

• Health staff should call student or staff daily to check on symptoms and to offer support to the ill individual.
• Once an ill individual meets criteria listed above, the school nurse will clear the student or staff member to return to work/school.

 Role of Program Administration
For students subject to COVID-19 quarantines, isolations, and school closures, the KECSD will maintain continuity of instruction and services to support the student’s educational program while unable to attend school in person through Independent Study Programs, as appropriate. Site leaders will contact the student’s parent/guardian regarding continuity of services. Please see attached Short-term Independent Study Master Agreement and Acknowledgement of Responsibilities.

 Visitor Screening
Visitors should be mindful of the following symptoms prior to entering any KECSD facility:

1. A fever and/or chill (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

Visitors should reschedule KECSD appointments if experiencing any of the above symptoms.
FACE COVERING PROTOCOL

Purpose: The following shall be the protocol for face coverings for employees, students, and visitors at KECSD facilities.

Effective Saturday, March 12, 2022, California adopted a new indoor Face Covering policy and moved from a mandate to a strong recommendation regarding masking for all staff, students, and visitors in K-12 office and school settings regardless of vaccination status. Therefore, please be mindful and respectful of personal choice. Also, continue to be patient, flexible, and kind.

For KECSD sponsored and non-KECSD sponsored events, please be aware of the following protocols:
1. KECSD employees, students, and visitors must follow the COVID-19 protocols as determined by the entity having jurisdiction to set the COVID-19 protocols for the event location. At all events where KECSD is the entity having jurisdiction to set COVID-19 protocols, masks are strongly encouraged, but not required.
2. Fist bumps are preferable to hugs and handshakes.
3. When a KECSD employee is sick OR has COVID-19 related symptoms OR has been a close contact to a COVID-19 positive person, please stay home, and contact your immediate supervisor. They will provide further instructions.
4. Students and visitors who were in close contact with a COVID-19 positive person and are not symptomatic, may attend the event, but must wear a mask.
5. Any mega-event, as defined by CDPH will follow the mega-event guidance.

PHYSICAL DISTANCING PROTOCOL

Purpose: To provide guidance to staff on best practices for physical distancing.

- CalOSHA Emergency Temporary Standards (ETS) no longer require physical distancing, except:
  - During an outbreak (3 or more employees in an exposed group), the KECSD will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
  - Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status.
- For contact tracing purposes for employees, anyone sharing the same indoor airspace with a confirmed positive COVID-19 person, for greater than 15 minutes in a 24-hour period during the positive person’s infectious period will be considered a close contact.

Gatherings, Field Trips and Visitors
- Refer to the most current local and state guidance for your specific activity.

Mealttime Considerations
- At mealtimes, maximize physical distancing as much as possible while eating, especially if
students are eating indoors. Consider using outdoor spaces or classrooms to help facilitate distancing.

Other Considerations for School Settings:
• Band and choir practices may occur in accordance with the California Department of Public Health Return to School Guidance.

CLEANING AND DISINFECTING PROTOCOL

Purpose: To provide information on cleaning and disinfecting efforts during the COVID-19 pandemic.

On April 5, 2021, the CDC updated its guidance on cleaning and disinfecting a facility. The CDC found that the risk for people to become infected if they touch surfaces the virus has landed on and then touch their nose, mouth, or eyes is low. Additionally, the guidance states that cleaning with soap and water at least once a day is generally sufficient. More frequent cleaning may be needed when a space is used by those who may not consistently wear masks, wash hands, or cover coughs and sneezes.

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected once per day. In the office setting, staff may utilize cleaning supplies that will be provided at stations around offices to clean computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting and cleaning supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found here. Products that do not require EPA registration may be used.

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect. In a school setting, anyone using a disinfecting product must have completed the Integrated Pest Management (IPM) training.

OFFICE SETTINGS
• Common area high-touch surfaces will be disinfected once a day; these areas include door handles and panic hardware, counters, handrails, elevator buttons, light switches, breakroom tables, microwaves, and refrigerator handles; the contracted custodial company will disinfect during the routine nighttime service
• At all office locations, health and sanitation stations with cleaning supplies, PPE and product use instructions are available to staff to clean work areas whenever desired

SCHOOL SETTINGS
Important: Disinfectants should not be applied on items that children might put in their mouths. Cleaning toys and other items used by children should be done with soap and water or an appropriate sanitizing solution.
KECSD custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, once a day. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day.

Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the site custodian.

All classrooms and bathrooms are fogged with a probiotic spray one time per week. This probiotic fogging is not a substitute for cleaning or disinfecting with a product on the EPA list of approved disinfectants but is an additional step to eliminate biofilm that can protect bacteria and viruses.

DISINFECTING AFTER A CONFIRMED COVID-19 CASE
After identification of a confirmed COVID-19 positive case in an office or school setting within the previous 24 hours, cleaning and disinfecting of the spaces where the case spent significant time will be arranged. In accordance with the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year dated January 14, 2021, this will be done after staff and students have left for the day. The space does not need to be closed to staff and students prior to the cleaning and disinfection.

Should the Fresno County Department of Public Health (FCDPH) or KECSD staff become aware that an outbreak may be underway, KECSD will consult with the FCDPH on the need for additional cleaning and disinfecting.

ENGINEERING CONTROLS AND VENTILATION
In order to maintain adequate ventilation and air quality in schools and offices, the KECSD has taken the following actions:
- Encouraged staff to open windows and doors as appropriate and safe
- Contracted with a qualified heating ventilation and air conditioning (HVAC) company to ensure that all units are operating optimally and provide adequate fresh air ventilation
- Changed HVAC system filters to minimum efficiency rating value (MERV) 13 wherever possible

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

Purpose: To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

To obtain the best pricing and track expenditures for possible reimbursement, PPE specific to COVID-19 response shall be procured in bulk quantities by the MOT Department and distributed as needed.
Departments with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

**SURGICAL FACE MASKS**

*Who may use:* KECSD employees and students.

*When to use:* When required by state or local health order and/or CalOSHA regulations.

*Typical tasks necessitating use:* Employee presence in an essential facility, nursing services (nurses providing nursing services/procedures, masking any student or staff that are showing signs and symptoms of respiratory illness).

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**N95 RESPIRATORS**

*Who may use:* KECSD employees and students.

*When to use:* For KECSD employees: When performing aerosolizing medical procedures, when using products that would require respiratory protection according to the Safety Data Sheet. For students: when extra protection against COVID-19 is preferred.

*Typical tasks necessitating use:* tracheostomy suctioning, performing nebulizer treatments, or when handling concentrated cleaning and disinfecting products, as required by the Safety Data Sheet.

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**FACE SHIELDS/EYE PROTECTION**

*Who should use:* Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures and any employee in accordance with the Face Covering Protocol.

*When to use:* When splash protection is required or in accordance with the Face Covering Protocol.

*Typical tasks necessitating use:* providing first aid, performing specialized healthcare procedures and cleaning contaminated areas and while doing medical aerosol procedures such as oral or tracheostomy suctioning or nebulizer treatments.

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**LEVEL 3 MEDICAL-GRADE PROTECTIVE GOWNS**

*Who should use:* School nurses, health aides.

*When to use:* Aerosol generating procedures, working in isolation rooms.

*Typical tasks necessitating use:* tracheostomy suctioning or nebulizer treatments.

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**KECSD EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN**

**Purpose:** The KECSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an KECSD employee or student. Therefore, the KECSD has created the following employee and student exposure response plan and flowcharts:

- Process For Employees to Report COVID-19 Related Illness
- COVID-19 Screening Flowchart of KECSD Students
- KECSD Students COVID-19 Illness and Quarantine Guidelines
- KECSD Employees COVID-19 Illness and Quarantine Guidelines

Note: severely immunocompromised individuals should consult with their primary care physician.
Purpose: The KECSD has established a First Notice Reporting process to ensure all employees report a COVID-19 Related Illness in a consistent, timely manner.

Employees are expected to report a COVID-19 Related Illness to KECSD when:

- You have experienced COVID-19 related symptoms, OR
- You were alerted that you are considered a close contact to a positive COVID-19 case, OR
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

Employees are expected to follow the steps as indicated below:

1. **Immediately** report all COVID-19 Related Illnesses as indicated above to your immediate supervisor.

2. Provide the following information when you email or call to ensure timely reporting:
   a. First and Last Name
   b. Your Email and Phone Number
   c. Reason for Report (e.g., experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results)
   d. Department and actual Work Location (e.g., worksite and room number, if applicable)
   e. Actual date you last worked (specify whether in-person or telework)

3. Your supervisor will assist in determining appropriate next steps.

4. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.
**KESD Student Covid Protocol 2022-2023**

**Students who test positive**
Stay home for at least 5 days. Test on or after day 5.

May return:
- After day 5 if negative* AND
- Symptoms are mild or resolved AND
- No fever for at least 24 hours without use of fever reducing medication OR
- On day 11: No negative test needed.

*Submit negative results to school health aide to be cleared to return before day 11.

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**Symptomatic at school**
If COVID is suspected, parent may give permission for student to be tested at school. If negative and fever-free, student can stay. If the parent declines testing the student will be sent home and should not return until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies) and the student has been fever-free for 24 hours without fever-reducing medication.

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**Symptomatic at home**
May return when:
- The student has been fever-free for 24 hours without fever-reducing medication AND
  - Symptoms are mild and improving OR
  - Symptoms are due to a non-infectious cause (e.g., allergies)

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**Close contact**
Students may come to school as long as they remain symptom free. Monitor for symptoms. CDPH recommends testing 3-5 days from last contact. Stay home and test if symptoms develop.

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This protocol is subject to change and will be kept up to date in accordance with CDPH and CDC recommendations.

For questions, please contact the Health Aide at your child’s school.
# COVID Protocol Fall 2022

<table>
<thead>
<tr>
<th>Positive</th>
<th>Staff</th>
<th>Students</th>
</tr>
</thead>
</table>
| Day 0 is first day of symptoms or positive test if asymptomatic | - Stay home.  
- Provide positive test results.  
- Print out test results from facility OR  
- Home test results; write initials and start time on test. Take a picture of test and send to Principal/designee. Must be date/time stamped.  
- Principal or designee will review protocol test/return dates with employee, and complete COVID intake forms and send to Carol with proof of positive test.  
- Test on day 5 or after, if negative, fever free for 24 hours, and if symptoms are mild or resolved, return on or after day 6. Send proof of negative to Principal & Carol prior to return to be cleared.  
- If choose not to test or are still positive, may return day 11. No negative test needed after day 10. | - Stay home.  
- Test on day 5 or after. If negative, fever free for 24 hours, and if symptoms are mild or resolved, return on or after day 6. Send proof of negative to Health Aide.  
- If choose not to test or are still positive, may return day 11. No negative test needed after day 10. |

<table>
<thead>
<tr>
<th>Symptomatic</th>
<th>Staff</th>
<th>Students</th>
</tr>
</thead>
</table>
| - Stay home if you have symptoms that are new or not typical for you.  
- Principal or designee will review protocol test/return dates with employee.  
- Test at a facility or using a home test. Note: Home test results; write initials and start time on test. Take a picture of test (must be date/time stamped) and send to Principal & Carol ONLY if positive.  
- If positive, follow ‘Positive’ protocol Return:  
- If negative and symptoms are improving with no fever or taking fever-reducing medicine for 24 hours. Send proof of negative to principal. OR  
- Get alternative diagnosis from Dr with return date | AT SCHOOL:  
- With parent permission, the student can test at school and stay if they test negative for COVID and are fever-free.  
- If the parent declines to test, the student will be sent home and may return without testing once it's clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies) have resolved and the student has been fever-free for 24 hours without fever-reducing medication.  
AT HOME:  
- The student can test at home and come to school if negative for COVID and fever-free for 24 hours without fever-reducing medication.  
- The student may return without testing once it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies) have resolved and the student has been fever-free for 24 hours without fever-reducing medication. |

<table>
<thead>
<tr>
<th>Close contact</th>
<th>Staff</th>
<th>Students</th>
</tr>
</thead>
</table>
| - May continue working as long as symptom free and test within 3-5 days after last exposure and submit results.  
- If test result is positive, send to principal and Carol and follow isolation recommendations above (‘Positive’).  
- If negative, send to principal to be cleared to remain on site.  
- If symptoms develop, test and stay home (see earlier section ‘Symptomatic’).  
- Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information). | - No individual notifications of close contact.  
- During times of elevated community transmission of COVID, nurse or student services will ask principal to send a communication alert with the following language:  
Due to a rise in cases among school and community members, there is an increased potential of being exposed to COVID-19. Please remember to monitor for symptoms, stay home when you are sick, and get tested.  
No isolation unless symptomatic - recommend testing on day 5 from last contact |
# EMPLOYEE COVID-19 Inness and Quarantine Guidelines

<table>
<thead>
<tr>
<th>PERSON A</th>
<th>PERSON B</th>
<th>PERSON C</th>
</tr>
</thead>
</table>
| Any person who has tested positive for COVID-19 regardless of vaccination status, previous infection, or lack of symptoms.  
*Isolation:*  
- Stay home for at least 5 days.  
- Isolation can end after day 5 if symptoms are not present or are resolving and a negative diagnostic test is collected at Health Services or a healthcare professional or a home test is uploaded into Primary Health on day 5.  
- If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.  
- If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications.  
- If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.  
- Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.  
- Antigen test preferred. | Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results.  
*With Symptoms:*  
- Isolation until the following requirements have been met:  
  - 24 hours’ (1 day) with no fever (without the use of fever-reducing medicine)  
  - Symptoms have improved  
*“Person B should have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma). OR a healthcare provider has confirmed an alternative diagnosis (e.g., Streptococcal pharyngitis, Mono Virus). OR at least 10 days have passed since symptom onset.* | A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person’s infectious period, regardless of whether person(s) is wearing a mask or vaccination status.  
*If Asymptomatic:*  
- Person C may continue to report to work but must test within 3 to 5 days after their last close contact.  
- Wear a well-fitting mask around others for 10 days, especially in an indoor setting.  
- If an exposed employee tests positive for COVID-19, follow isolation instructions for Person A.  
*Any person who has been confirmed COVID-19 positive within the last 90 days is exempt testing unless symptoms develop.*  
*If Symptomatic:*  
- Person C must test immediately**, then go home. Person C must continue to stay home until test results are obtained.  
- If Person C receives a positive test, Person C may return to work 24 hours after symptoms resolve or are improving. It is recommended that an employee quarantine 1-2 days after receiving a negative antigen test.  
- If unable to test or choosing not to test, isolation ends on Day 10.  
- If Person C returns to work earlier than ten days after the close contact, Person C must wear a face covering while around others for 10 days following the close contact.  
*For symptomatic employees who have tested positive with the previous 90 days, an antigen test is preferred.**

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**Updated: 06/10/2022**
The COVID-19 Supplemental Paid Sick Leave (SPSL) established by Senate Bill 114 requires the KECSD to provide up to 80 hours of SPSL, pro-rated for less than full-time. The SPSL is retroactive to January 1, 2022 and will expire on December 31, 2022.

A covered employee may take up to 40 hours of leave (pro-rated for less than full-time) if the employee is unable to work or telework due to any of the following reasons:

1. The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the CDC, or a local health officer with jurisdiction over the workplace.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee or family member is attending an appointment to receive a vaccine, or Booster, for protection against contracting COVID-19.
4. The employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework or is caring for a family member experiencing side effects from the vaccine or booster which prevents the employee from being able to work or telework.
5. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
6. The employee is caring for a family member who is subject to a quarantine or isolation order or guidelines, or who has been advised to self-quarantine by a health care provider.
7. The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19.

Please note: Leave for vaccination or Booster purposes, shall be limited to three (3) days unless employee provides medical verification that employee or family member is continuing to experience symptoms related to the COVID-19 vaccine or booster.

A covered employee may take up to an additional 40 hours of leave (pro-rated for less than full-time) if the employee is unable to work or telework for either of the following reasons:

1. The employee tests positive for COVID-19. Proof of positive COVID-19 test results are required.
2. The employee is caring for a family member* who tested positive for COVID-19. Proof of positive COVID-19 test results are required.

*A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

The KECSD will require satisfactory medical documentation to receive the additional 40 hours of SPSL. The KECSD reserves the right to require an additional COVID-19 test on the fifth (5th) day or after the initial positive test.

COVID-19 Supplemental Paid Sick Leave Notice
Purpose: To ensure KECSD has effective two-way communication with employees, and parents/guardians regarding COVID-19 related issues.

KECSD uses the COVID-19 Safety Plan as a vehicle to communicate the following to stakeholders:

- Reporting of COVID-19 symptoms
- How to identify and report symptoms and hazards that employees may be exposed to within the workplace without fear of reprisal using the procedure outlined in the IIPP
- KECSD procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- KECSD procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, the KECSD is required to provide timely employee notification when:
  a) positive COVID-19 test or medical diagnosis from licensed medical provider;
  b) ordered quarantine from public health official; or
  c) death from COVID-19.

If a positive case is identified in the workplace, employees will be notified without disclosing the name of the individual or any personally identifiable information about the person to ensure compliance with privacy laws. For more information on this subject, please visit the U.S. Department of Health and Human Services here.

- Employee notification will be sent to department/program employees by applicable supervisor with a CC to Carol Bray.
- Parent/Guardian notification will be sent by department/program administration/designee.
From: Administrator Name  
To: Work Location/Department Staff  
Subject: COVID-19 Workplace Notification

Good Morning,

You are receiving this notification because a fellow colleague at your work location has been impacted by COVID-19.

I am currently investigating this matter and any close contacts that have been identified, I have already reached out to those individuals. Please know that our colleague is isolating and will be able to return to work according to the guidelines set forth by the Fresno County Department of Public Health (FCDPH). We wish our fellow staff member a speedy recovery.

Please continue to self-certify your own health prior to reporting to work and let your immediate supervisor know if you are experiencing any symptoms. You must also report any symptoms or positive COVID test by emailing me at cbray@kesd.org or calling 897-2331, ext. 104. In addition, if you are experiencing symptoms, we suggest that you test for COVID-19 or otherwise consult with a health care provider.

To ensure a safe working and learning environment, KESD quickly responds to reports of COVID-19. Thank you for following the guidance and protocols outlined in the KESD COVID-19 Prevention Plan. It is your diligence adhering to the COVID-19 protocols that will help to mitigate the spread of COVID-19.

Our district continues to work in full cooperation with FCDPH to minimize potential risks to employees, students, and members of the public.

Thank you again for your dedication during this challenging time.

FREQUENTLY ASKED QUESTIONS

1. **If I test positive for COVID-19, what do I do?**  
   Promptly notify your immediate supervisor.

2. **Do I need to quarantine for 10 days when I return from out-of-state or out of country travel?**  
   California Department of Public Health no longer has a COVID-19-related travel advisory. However, you should follow the CDC guidance when traveling.

3. **I am considered a close contact and was told to wear a mask, but I have a note from my doctor that states I cannot wear a mask. What should I do?**  
   Contact Carol Bray, Director, Human Resources at cbray@kesd.org. Carol will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

4. **Will I be expected to return to work if I have an underlying health condition?**  
   Yes, you will be expected to return to work unless you provide medical certification to the Director, Human Resources, who will then trigger the Interactive Process to determine if there is a reasonable accommodation.
5. How will KECS

SD ensure continuity of instruction while a student is quarantining, isolating or school closures?

Each school has developed a site-specific plan. Contact the student’s school principal for more information.

6. How will KECS

SD protect my HIPAA rights and confidentiality should I test positive for COVID-19?

By following the steps outlined on the KECS

SD Process for Employees to Report COVID-19 Related illness flow chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.

7. I recovered from a COVID-19 infection and was recently exposed to another COVID-19 positive person, do I need to quarantine?

Follow Person C on the "KECS

SD Employees COVID-19 Illness and Quarantine Guidelines’ chart.

8. As a supervisor, how can I encourage my team to engage in good infection-control practices?

Lead by example.

9. If I am anxious about possible exposure, what should I do?

Contact Carol Bray, Director, Human Resources, at cbray@kesd.org and/or the District Office at 559-897-2331.

10. Do the KECS

SD COVID-19 Safety Plan protocols need to be followed when working off site?

Yes, when working on behalf of the KECS

SD, regardless of the employee’s work location (office, school setting, and/or home visits), employees are to comply with the protocols as set forth in the KECS

SD COVID-19 Safety Plan. However, employees must be mindful when they are at a location where the COVID-19 protocols are determined by partnering entities, the KECS

SD employees must follow the COVID-19 protocols as determined by the entity having jurisdiction to set the COVID-19 protocols for the location.

11. I am exhibiting signs and symptoms of COVID-19. I went to my doctor for a COVID-19 test and it is negative. When can I return to work?

You can return to work 24 hours after your symptoms improve or resolve.

12. A person who was in a KECS

SD classroom has tested positive for COVID-19. When can that classroom be used again?

The classroom can continue to be used for the remainder of the school day and will be thoroughly disinfected at the end of the school day.

13. I have a fever and flu-like symptoms. How long must I isolate?

If you have symptoms, you may return to work once the following criteria is met:

a) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and

b) Other symptoms have improved; and

c) It is recommended they have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
14. A person living in my household tests positive for COVID-19 and we are unable to isolate from each other. How long must I quarantine?
Follow Person C on the "KECSD Employees COVID-19 Illness and Quarantine Guidelines" chart.

15. What does FDA Emergency Use Authorization mean?
The FDA Emergency Use Authorization (EUA) is a tool that the FDA uses to expand access to medical products (such as vaccines and medicines) during a public health emergency, such as the current pandemic. To obtain an EUA for a given product, extensive research proving efficacy is supplied by the developer and rigorously reviewed by the FDA. The FDA will only grant the EUA if they are confident that the benefit outweighs the risks of the product. Their primary goal is always the safety of the American public. The general consensus of the medical community is that in the development of the COVID vaccines, no scientific corners were cut, only the red tape preventing much needed access.

Of note, a product which was previously granted an EUA may later receive full authorization, such as the Pfizer vaccine to prevent COVID-19. Additionally, hospitals and public health departments are all performing internal quality assessment and test validation regularly and rigorously as well.

Additional resources for your reference about EAUs, and the study documenting the development of the COVID vaccine:
• [https://www.fda.gov/vaccines-blood-biologics/vaccines/emergency-use-authorization-vaccines-explained](https://www.fda.gov/vaccines-blood-biologics/vaccines/emergency-use-authorization-vaccines-explained)

16. Will the vaccine affect my fertility, currently or in the future?
The three (3) vaccines used to prevent COVID-19 in the US have all demonstrated safety in pregnancy and have not been associated with any decrease in fertility in men or women. Vaccinated people have successfully conceived and carried healthy, full-term pregnancies. The vaccine also may offer some protection from the virus with the baby, both during and after pregnancy.

COVID-19 infection, however, has caused a decrease in male fertility in some individuals. The infection has also been linked to poor outcomes, including death, in otherwise healthy pregnant women.
COVID-19 TRAINING & INSTRUCTION

Purpose: The KECSD will provide effective training and instruction to protect employees from COVID-19 hazards. Below are applicable COVID-19 training videos and additional resources.

COVID-19 TRAINING VIDEOS

Putting on Personal Protective Equipment: CDC Video
Taking off Personal Protective Equipment: CDC Video
Putting on N95 Respirator: OSHA Video

COVID-19 ADDITIONAL RESOURCES

Centers for Disease Control and Prevention (CDC)
Fresno County Department of Public Health
California Department of Education
California Department of Public Health

COVID-19 VACCINATION RESOURCES

Different COVID-19 Vaccines
Interim Public Health Recommendations for Fully Vaccinated People

COVID-19 KECSD POLICIES AND SITE-SPECIFIC PLANS

Illness Injury & Prevention Program (IIPP)

STAY INFORMED: MONITORING COVID-19 IN FRESNO COUNTY

Tracking COVID-19 in California

COVID-19 SAFETY PLAN DEVELOPMENT AND ASSURANCES

The KECSD is committed to maintaining a safe working environment for all staff, students and visitors. The KECSD is also committed to following additional health measures, including necessary orders, regulations and guidance from the California Department of Public Health (CDPH), the Fresno County Department of Public Health (FCDPH), and the California State Occupational Safety and Health Act (CalOSHA) during the COVID-19 pandemic to ensure compliance with local and state mandates.

The COVID-19 Safety Plan was initially developed and is regularly updated to comply with changing guidance and requirements from federal, state, and local health officials as well as educational agencies. The team responsible for the upkeep and revision of this document consists of
representatives from the KECSD Superintendent’s Office, Facilities & Operations and Human Resources Departments. Input is sought from various stakeholders through surveys, safety committee meetings and Board meetings. The contents of this document are regularly reviewed and approved by the Superintendent and implemented district wide.

All KECSD employees have access to the KECSD COVID-19 Safety Plan and are informed when revisions and/or updates are implemented to remain in compliance with changes to health and safety provisions. All KECSD employees are expected to adhere to the standards and protocols contained in this document in their entirety for the purpose of providing a safe and conducive work environment.

Together, we can offer an emotionally and physically safe school/workplace for everyone during these challenging times. If you have any questions regarding the contents of the KECSD COVID-19 Safety Plan, please contact your immediate supervisor or Human Resources.

Thank you.
SHORT-TERM INDEPENDENT STUDY MASTER AGREEMENT AND ACKNOWLEDGEMENT OF RESPONSIBILITIES
KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birthdate:</td>
<td></td>
</tr>
</tbody>
</table>
Grade Level: | Age: |
| Address: | Zip Code: |
| Phone: | Second Phone: |
| School of Enrollment: | Duration of Agreement (not to exceed one year): 36 weeks |
| Enter Date: | Exit Date: |

Students Agreement/Responsibilities:

- I understand that participation in this independent study program is voluntary and have read and understand the terms of the master agreement.
- I will complete all course work outlined in the master agreement, and as assigned to me in the periodic Student Assignment and Work Record.

Parent/Legal Guardians Agreement:

I agree to the above conditions listed under Student’s Agreement/Responsibilities. I also understand that:

- I am responsible for the daily monitoring/verification of all subjects studies, with scheduled monitoring by the Independent Study Teacher.
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in the assigned work by the due date, I will contact my child’s Teacher within 24 hours or prior to the due date, to make alternative arrangements.
- I understand that it is my responsibility to provide any needed transportation for my child’s scheduled meetings at a mutually agreed upon location reflected on the face of the master agreement and that lack of transportation is not an acceptable reason for failing to meet with my child’s Teacher. I have the right to appeal any decision about my child’s placement in accordance with the school’s policies and procedures.
- While your child is enrolled in Independent Study, you and the teacher assigned to you will assess your child’s academic achievement.
- You will meet with your child’s assigned teacher for scheduled meetings if necessary. The purpose of these meetings is to evaluate your child’s academic progress, provide intervention when necessary and to plan new goals and objectives.

Independent Study Teachers Agreement:

- The Teacher will assign a body of work to be completed during the duration of this agreement.
- The Teacher will evaluate work in a timely manner.
- The Teacher will notify the student and parent/legal guardian of the academic credit granted for work completed by returning the work to the parent/legal guardian.
Objectives, Methods of Study, and Methods of Evaluation: The student identified above (Student) is to complete the courses listed below. Course objectives reflect the curriculum adopted by the Kingsburg Elementary Charter School District’s governing board and are consistent with the Kingsburg Elementary Charter School District’s standards, as outlined in the KESD’s course descriptions.

The specific objectives, methods of study, and methods of evaluation for each course are described in the Course Supplemental Agreement, which is incorporated by reference into this Master Agreement. Any subsidiary agreements or assignment records are also incorporated by reference into this Master Agreement, and may identify additional course objectives, methods of study, methods of evaluation, resources available to the student, and details regarding submission of assignments.

<table>
<thead>
<tr>
<th>Subjects/Courses</th>
<th>Credit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA (Language Arts)</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Math (Mathematics)</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Physical Education (Electives)</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Social Studies</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Science</td>
<td>36 weeks</td>
</tr>
<tr>
<td>Other</td>
<td>36 weeks</td>
</tr>
</tbody>
</table>

Additional Classes: If Student satisfactorily completes any of the above courses before the ending date of this Master Agreement, one or more courses may be added to the Master Agreement through additional Course Supplemental Agreements, which are signed by the Student, Student’s parent/guardian/caretaker as applicable, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and the certificated employee designated as having responsibility for the special education programming of the student, as applicable.

Pupil’s Reporting of Assignments: Student is required to report either by phone, video conference, email, or onsite evaluation of their work samples to the teacher identified in the assigned coursework, and as required by the supervising teacher.

If Student participates in Independent Study for 15 or more school days in a school year, Student must meet with or report to assigned teachers regularly, consistent with live interaction and synchronous instruction requirements adopted by KESD Board Policy and Administrative Regulation 6158, and this Agreement; after 3 meetings and/or days are missed, an evaluation will be made to determine whether independent study is an appropriate placement for the student.

Assignments: According to the Kingsburg Elementary Charter Board Policy for Transitional Kindergarten through Grade 3, the maximum length of time recommended between the assignment and the date the assignment is due is four (4) weeks unless prior exception is made in accordance with ACOE policy. For Grades 4 through 8, the maximum length of time recommended between the assignment and the date the assignment is due is four (4) weeks unless a prior exception is made in accordance with COE policy. For all students, after three (3) missed assignments during any period of twenty (20) days for this Agreement, an evaluation will be made to determine whether Independent Study is an appropriate placement for this student.
**Testing:** Student agrees to take any site, local and/or state assessments. Student has the right to opt out of state assessments.

**Voluntary Statement:** Independent Study is an optional educational alternative that Student voluntarily selects. No student may be required to participate in Independent Study, including expelled students and/or students whose expulsion has been suspended. Expelled students and students whose expulsion has been suspended may only be provided instruction through Independent Study if the student is offered the alternative of classroom instruction. Student has the right to return to classroom instruction expeditiously, and, in no case, later than five instructional days.

**Equitable Provision of Resources and Services:** The Independent Study option is to be substantially equivalent in quality and quantity to classroom instruction and the students who choose to engage in Independent Study are to have equality of rights/privileges with students in the regular school program. Student will be provided with resources, including materials, personnel, internet connectivity, and devices adequate to participate in the educational program and complete assigned work. Student will also have access to the following resources: Core Curriculum materials, Chromebook, Hotspot (as needed), tutoring, and credentialed teacher.

**Hotspot/Internet Connectivity:**
- ___ Not Required
- ___ Required, Student has adequate access
- ___ Required, will be provided by District

**Academic Progress Monitoring:** Student’s academic progress will be reported onsite by monthly progress monitoring and grade reports to parents, or guardians, and report cards provided either in person, or by mail at the culmination of each semester.

**Satisfactory Educational Progress:** To remain on Independent Study Student must make satisfactory educational progress. In addition to the number of missed assignments or missed meetings that will be allowed before an evaluation is conducted to determine whether it is in the best interests of Student to remain in Independent Study, or whether the Student should return to the regular school program, Student’s level of satisfactory progress shall be considered. Satisfactory educational progress will be determined based on all of the following indicators:

- Student’s achievement and engagement in the Independent Study program, as indicated by the Student’s performance on applicable student-level measures of student achievement and student engagement set forth in paragraphs (4) and (5) of subdivision (d) of Education Code section 52060;
- The completion of assignments, assessments, or other indicators that evidence that Student is working on assignments;
- Learning required concepts, as determined by the teacher
- Progressing toward successful completion of the course of study or individual course, as determined by the teacher.

**Additional Supports:** Students who are not performing at grade level or need support in other areas, such as English Language Learners, individuals with exceptional needs or a plan pursuant to Section 504 of the Federal Rehabilitation Act, students in foster care or experiencing homelessness, and students requiring mental health supports, will be provided with additional academic and other supports. These may include, but are not limited to:

- If applicable, IEP goals and minutes will be provided. Reminder: students with an IEP may participate in Independent Study if the IEP specifically provides for participation - contact SPED staff to discuss Independent Study program placement.
- Academic supports such as on-site and virtual tutoring, online programs (IXL, Raz Kids, ALEX, Edgenuity, Imagine Learning for EL only)
Statement of Policies: Other requirements governing Student’s participation in Independent Study are found in Board Policy and Administrative Policy 6158 available on the KESD website.

Completion: Upon completion of their independent study agreement, the student will return to their original classroom. Coursework completed pursuant to this independent study agreement will apply toward completion of classroom coursework.

Signatures: For students participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, before the commencement of independent study, by the student, the student’s parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the student, as applicable.

For students participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the student’s enrollment in independent study, by the student, the student’s parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the student, as applicable.

Signatures and dates: I have read and understand the terms of this agreement and agree to all the provisions set forth.

Student: Date:

Parent/Guardian/Caretaker: Date:

Parent/Guardian/Caretaker: Date:

Parent/Guardian/Caretaker: Date:

Supervising Teacher: Date:

SPED Supervising Teacher: Date: