



PALOUSE PRAIRIE
CHARTER SCHOOL

nurturing minds | inspiring leaders

2020-2021 Student/Parent Handbook COVID-19 Amendment

This amendment to the 2020-2021 Family and Student Handbook is designed to be used alongside the regular [2020-2021 Student/Parent Handbook](#). This amendment includes only policies and procedures specific to our response to Covid-19.

Information in this handbook supplements the regular handbook.



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Section II: General School Information

Attendance and Tardiness

(Policy #3050C):

Whether learning is in-person or remote, we know that students' consistent daily participation in learning activities is essential for individual and whole class learning. While Palouse Prairie Charter School is using our Remote Yet Connected model, we are making the following changes to our usual attendance policies.

For remote learners, the instructional day will last from 8:25 a.m. to 3:00 p.m. and the daily schedule will include both real-time (via zoom or other video conferencing software) and student-paced (independent/asynchronous) learning activities. Students are expected to participate in all learning. Students are expected to complete the daily learning before the next instructional day.

Just as with a normal school day, please inform the office via phone call or email (office@palouseprairiecharterschool.org) of any anticipated absences. We understand that real-time participation relies on having access to the internet and a working computer or chromebook device. If your student will not be able to participate in real-time learning sessions for all or part of a day, but will still be engaged in learning activities, please let your teacher know so that they can ensure that your student has what they need.

Attendance will be taken in the following ways:

- Presence during synchronous learning sessions (via zoom).
- Evidence of completion of assigned work.

If a student is not present for learning (remote or in-person) without communication to the office or to the teacher, they will be marked absent. Palouse Prairie Charter School will follow-up with your family to understand the reasons for the absence and provide additional support if needed.

A student who misses part or all of the instructional day shall be permitted to complete all work assigned by the teacher within a reasonable period of time determined by the teacher.

Meet up and Connect Wednesdays

Our plan is to provide safe, socially-distanced face-to-face meet-up activities on Wednesdays. However, we know that this format will not work for all families. Students will not be penalized for not attending scheduled small-group in-person activities held on Wednesdays.

Absence due to illness or quarantine (Policy [2380C](#))

When a student is unable to attend school (remotely or in-person) due to illness, their teacher(s) will create a plan to help them learn any missed content and complete missed work.

If a student who would otherwise be present for in-person instruction is required to remain remote due to quarantine, their teacher(s) will create a plan for fully remote learning that meets their educational needs.

Emergency Closures Due To Covid

Covid within Palouse Prairie Charter School: In the event that a Palouse Prairie Charter School student or staff-person tests positive for Covid-19, the school's response will depend on the extent of likely exposure. An emergency closure of the school building will be communicated immediately to families via email and Facebook. However, remote learning activities may continue, even if use of the school building and other face-to-face activities are temporarily suspended.

- If the infected individual has been into the school building and/or in contact with other students and teachers, the school building may be closed for up to seven (7) days for cleaning. The infected individual will be required to quarantine in alignment with CDC and Public Health department guidelines. Anyone who might have come into contact with the infected individual will be contacted and asked to self-isolate and get a Covid test.
- If the infected individual has not been into the school building and has not come into contact with other students and teachers, that individual will be required to quarantine in alignment with CDC and Public Health guidelines until no longer ill and negative for the virus. The school building and all other PPCS activities will continue without adjustment.

Community Conditions move to Category 3: Palouse Prairie Charter School will follow the closure determinations of Moscow School District. If Covid-19 increases in Latah County to the point where there is “substantial community spread” according to the Health Department, and schools move to Category 3, all in-person activities at Palouse Prairie Charter School will be suspended. This includes use of the building for child care and instruction, as well as our Wednesday face-to-face meet-ups. Remote learning will continue under these conditions.

Recess And Playground Expectations

Students who are in-person at PPCS for child care or learning will spend time outside each day. We will structure and schedule recess and outdoor play time to maintain social distancing between students. Masks may be required if social distance cannot be ensured.

Transportation:

Daily busing to school: Palouse Prairie has a contract with the Moscow School District (MSD) to provide busing for students to our school. This service will be available on Monday, Tuesday, Thursday, and Friday - the days that MSD will be operating buses. Contact [Moscow School District Transportation](#) at (208) 882-3933 for more information and to let them know that your student will be riding the bus.

Wednesdays - fully remote with in-person meet-ups: On Wednesdays, all students with the exception of those attending childcare will be learning remotely. Moscow School District busing is not available on Wednesdays, parents will be required to drop off and pick up their student.

Wednesday meet-ups are primarily for connecting, building community, and supporting students’ social and emotional learning, rather than for addressing content. Every effort will be made to engage all students in a class on a rotating basis. However, face-to-face meet-ups are not required, and students will not be penalized if families decide to remain completely remote during the Covid Health Emergency.

Meet-ups might include:

- Socially distant greetings on a student’s front porch or yard
- CREW meetings in a park or other public, outdoor space
- Socially distant hike or walk in an easily accessible spot
- Meeting outside at PPCS once our outdoor classroom is completed

Section III: During School Hours

Daily Schedule

Office Hours8:00 am to 3:30 pm

K-8th.....8:25 am to 2:55 pm

Remote Yet Connected School Work

Students will be expected to attend to learning during PPCS's designated school instructional hours each day. instructional hours reflect the required time spent learning each day (both real-time and student-paced) and will vary depending on the grade of the student:

K: 1-2 hours per day

1-2: 2-3 hours per day

3-5: 3-4 hours per day

MS: 4-5 hours per day

Families will receive weekly schedules by Friday at noon for the following week. Schedules will include zoom links, the schedule of real-time and student-paced learning, an overview of topics and learning targets, and any information about materials distribution.

Community Circle

Community Circle is a weekly celebration and community gathering. It is a time when our K-5 and middle school come together (students, faculty, staff, and parents) to acknowledge our community, share important news/happenings, and celebrate our successes.

Community Circle will happen online while PPCS is using the Remote Yet Connected model.

Community Circle for K-5th grade students will occur at 8:35 am every Friday morning. We welcome all family members to join us.

Middle School Community Circle will occur every other week on Wednesdays, led by Middle School teachers.

Fieldwork

Our regular class fieldwork will be suspended while Palouse Prairie Charter School remains in Remote Yet Connected mode.

Section IV: Parent/guardian Information

Communication with Families

Regular communication will be more important than ever during Remote Yet Connected instruction to create a partnership to assist and support your child. We anticipate using the following modes of consistent communication, and will check in regularly to be sure they are working to keep families well-informed and connected.

- Classroom Communication: Teachers will create their own means of communicating with their students' families, as long as that communication is consistent and effective.
- Quail Call – Our school newsletter brings news of pertinent school information to families through our Families mailing list. Please go to our website www.palouseprairieschool.org to sign up for the mailing list to ensure that you don't miss important information. If you prefer to receive a hard copy of all newsletters, please contact the school office by calling 208-882-3684.
- Phone/ Email – Please call us at 208-882-3684 or log on to our website at www.palouseprairieschool.org. Staff members can be contacted by their first name initial and last name (ex. jbranen@palouseprairieschool.org)
- Student-led Conferences (SLC) – Student-led conferences are a time for families to hear directly from students about their learning, accomplishments, and areas for growth. SLCs are scheduled twice a year.
- Parent-Teacher Check-in - Teachers will schedule a meeting as needed with parents. In addition, teachers can be available for meetings or check-ins as needed. Please respect teachers' time by making an appointment to meet with them. To schedule a conference, contact your teacher by phone or email.

Parent Commitment And Volunteerism:

Family participation is one of the most vital components of PPCS's program, and we look forward to

engaging you! We are not yet sure what the volunteer opportunities will be for 2020-2021, but anticipate many at the school and classroom level. Look for more information about volunteer opportunities in our weekly Quail Call newsletter.

If you would like to make a more sustained volunteer commitment, we invite you to get involved in a PPCS committee. If you would like to join a committee, please let us know by emailing Jessica, our Board Chair, at jbearman@palouseprairieschool.org.

- [Parent CREW](#): plans and hosts community-building activities for PPCS families
- Dream Squad (PPCS Fundraising Committee): fundraising through events, grantwriting, and direct appeals to make sure our school has the funds it needs to thrive.
- Wellness and Facilities: focuses on our schoolyard, playground, and healthy eating practices.

Visitors To School:

For safety reasons, all visitors and volunteers to the school must be approved in advance by our Executive Director. Email us at office@palouseprairieschool.org to inquire about a visit. All visitors are expected to follow PPCS's safety and risk mitigation guidelines, including wearing a mask and practicing hand hygiene and social distancing while on school grounds.

Section V: Student Information

Student Health - Physical Distancing

Students, staff, volunteers, and visitors will maintain a six-foot social distance between themselves and other people throughout the school day in any Charter School building, on school provided transportation, and on Charter School property before and after school. The six-foot social distance will also apply to PPCS gatherings that take place in other locations, including parks, playgrounds, and other outdoor venues. Staff members will arrange classrooms and restructure courses, transportation services, and food services to meet this standard to the best of their ability.

Masks as Personal Protective Equipment

PPCS requires all students to wear a clean mask or other appropriate face coverings that shield the mouth and nose to protect peers and staff while present in any school building or during any PPCS gathering. The Charter School shall provide masks or appropriate face coverings to students and

staff and expect the masks to be washed on a regular basis to ensure maximum protection. The Board's decision to require and provide facial coverings is based on a review of circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of facial coverings.

Regular breaks from mask-wearing for both students and staff will be provided, consistent with CDC guidelines for social distancing to minimize the risk of virus exposure.

Appropriate masks will follow PPCS's usual dress code guidelines. Specifically, masks can express students' personalities and style, but must meet our minimum safe attire guidelines. Clothing displaying inappropriate/offensive writing or graphics is unacceptable. Prohibited clothing includes the use of obscene, sexual, drug/alcohol/tobacco related messages.

For more information about proper mask usage, please refer to [PPCS's Mask and PPE Statement](#).

School Work/Homework:

While PPCS is using the Remote Yet Connected model, students will be working on all coursework from home. While some lessons will be delivered in real time, using Zoom, other learning will take place at students' own pace. As a result, "homework" as traditionally defined will not be assigned.

Situations may occur that prevent coursework from being completed on time. If the student cannot complete their work for any reason, please contact the teacher explaining the situation.

Communication regarding home and school is vital. If you have any questions about assigned work, or if your child is regularly having difficulty completing their work, please discuss it with your child's teacher.

Internet Acceptable Use Policy:

While PPCS is primarily Remote Yet Connected, students will be using the Internet to connect with teachers and classmates, find their weekly and daily schedule, and submit completed work, in addition to any assigned work that involves the Internet. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

PPCS's Internet usage policies apply whether students are at home or in the school building.

Prohibited uses of technology include, but are not limited to:

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene,

profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.

- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
- Logging in to the system using another user's account or password.
- Leaving an account open or unattended.
- Violating any local, state, or federal regulation or statute.
- Using the Internet for purposes unrelated to the educational curriculum.
- Altering computer equipment as set up by the system administrator.

Student discipline for violation of any part of these rules and procedures shall be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion or loss of privileges. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

Personal Communication and Electronic Devices: Students who are on-site at PPCS for child care and are participating in Remote instruction will have access to the personal communication devices needed for learning.

Otherwise, cell phones, pagers, iPods, and other similar devices are **not** to be used on school property during the school day. All such devices must remain in the off position and will be collected and taken to the office if seen in use or heard during the school day. Confiscated devices will only be turned over to a parent. Reasonable phone requests will be granted; however, students may not use the phone to call parents to come for them in the afternoon, to get permission to go visiting, or to bring something that has been forgotten. Children do not leave assigned zones to take telephone calls. PPCS will be glad to deliver messages if a parent or guardian needs to contact a child.

Section VI: Medical and Health Information (Covid-Specific)

[Policy 3520C](#) - Contagious or Infectious Diseases During Health Emergency

Symptoms of Illness

Students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or to any Palouse Prairie Charter School gathering. Students who have a fever or exhibit other signs of illness while at school must be isolated in a designated area until such time as the student's parent/guardian or person designated on the student's emergency medical authorization form comes to retrieve them.

To the best of PPCS's ability, all surfaces and areas touched by the student will be thoroughly cleaned and disinfected by a designated staff once the student has vacated the area. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work.

Parents/guardians or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason.

Students exposed to Covid-19: Palouse Prairie Charter School asks parents/guardians to keep students home from school in accordance with CDC quarantine recommendations if the student has been in close contact with someone who has COVID-19. The student may be provided with instruction as described in Policy 2380C.

Palouse Prairie Charter School reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, PPCS shall respect the student's right to privacy.

Student Arrival at PPCS: Hand hygiene stations will be available at the entrance of any school building, so that students can clean their hands before they enter. If a sink with soap and water is not available, PPCS will provide hand sanitizer containing at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff. A PPCS employee will greet students outside the school as they arrive to ensure that safety guidelines are followed.

All parents will verify daily that their children are not exhibiting fever or other signs of illness prior to arriving at school. If a child appears to exhibit signs of illness or fever throughout the day, they must be sent to the front office to be screened by a designated staff member.

Reporting illness

When information is received by a staff member or volunteer that a student has tested positive for a serious communicable disease, such as Covid-19, the staff member or volunteer shall promptly notify Palouse Prairie's Executive Director. Palouse Prairie Charter School is obligated to inform our Public Health district of any incidence of infection and provide basic information about that student (name, birth date, zip code, date and location of testing). The school, after consultation with and on the advice of public health officials, shall determine next steps.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school will be notified if their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Lunch and Snacks:

For safety reasons, students will eat lunch at their desks or outside. Students who come to the Palouse Prairie Charter School building for in-person child care or instruction during the 2020-2021 school year will have access to hot lunch through our partnership with the Moscow School District. Lunch menus will be available on our website. The cost for lunch will be **\$3.75 for K-8th students, and \$5.50 for adults***. Students needing to purchase milk only can do so for **\$0.40**. Lunches and milk will need to be purchased ahead of time. Please keep a positive balance on your child's lunch account. You can prepay for lunches in the office, send a check by mail or use online banking. Do not send one day's worth of milk or lunch money with your child to school. Please make checks payable to Palouse Prairie Charter School.

Section VII: Educational Need/Supports

Physical Education

K-5 students participate in physical education activities at least three days a week. PPCS staff also provides other activities at school to get your child(ren) moving regularly. For students who are Remote Yet Connected, these activities will be assigned by their PE and/or classroom teacher.

Please make sure that students are dressed in appropriate attire for active physical movement. If your child has a medical reason not to participate, please send a doctor's letter describing the condition, limitations and timeframe for recovery.

Special Education:

Students who receive Special Education services are prioritized for in-person learning while PPCS is using the Remote Yet Connected model for learning. A personalized plan will be made with each student's family to ensure the most appropriate learning plan for 2020-2021 school year.

Students who are in-person at PPCS for learning will be assigned a specific zone of the building to minimize the risk of Covid-19 infection. Students will be asked to enter through the designated door and go directly to the spot they have been assigned.

Palouse Prairie Charter School Discipline Plan

Palouse Prairie Charter school has adapted School-Wide Positive Behavior Interventions and Supports (SWPBIS) as participants in the RK-12 Rural School Research Grant. For more information visit <https://www.pbis.org> and <https://www.boisestate.edu/rk12/>

Palouse Prairie School's discipline approach has two goals:

1. Children feel physically, socially, and emotionally safe in school and can learn at their best.
2. Children develop self-discipline and the skills for working and learning cooperatively with others to achieve academic success.

Our discipline plan will be adapted for our Remote Yet Connected model but will adhere to the same goals and approaches. However, if a child does not follow the COVID-19 safety protocols at school,

they may be sent home. For more information, review the regular [2020-2021 Handbook](#).