



Waiver Application Form

Name of Applicant: AcaciaWood Preparatory Academy - Elementary

Name of School: AcaciaWood Preparatory Academy

If this is a school district consolidated application: NO

School type: Private, Independent or Faith-Based School

Number of Schools: 1 Enrollment: 53

Superintendent (or equivalent) Name: James Miller

Address: 2530 W. La Palma Avenue, Anaheim, CA 92801

Number of students and number of classes per grade proposed to be reopened:

K – 1 class of 3 students

1st – 1 class of 8 students

2nd – 1 class of 6 students

3rd/4th (combo class) – 1 class of 19 students (11 in 3rd and 8 in 4th)

5th – 1 class of 11 students

6th – 1 class of 6 students

Date of proposed reopening: September 14, 2020

Name of Person Completing Application: James Miller, Principal

Cell #: 714-603-8614

Email: mrmiller@awschool.org

Signature:

Date: 8/26/20



I. Consultation:

Please confirm consultation with the following groups:

1) Labor Organization (Teachers / Faculty).

Date: 7/28/20

On this date, faculty met to discuss our need to change from our original plans to start the school year in-person to now opening virtually per the governor's directive. Preliminary considerations were discussed in relation to platforms to use, how to ensure each student would have access to virtual instruction, and what our daily schedule should look like. We also discussed how long we should plan to be virtual, and what we would need to do to switch back to in-person instruction. All the faculty present expressed their strong desire to teach in-person and not virtually.

Date: 7/31/20

On this date, more detailed discussion and plans are reviewed. Further discussion and considerations about how to get books, paperwork, etc. to students to start the year, possible issues with internet connectivity for families, what to do with faculty's school-age children, etc. Began to practice with Zoom and had a little workshop on Google Classroom setup, usage, etc. Teachers again made it clear that they would prefer in-person instruction and requested we return as soon as possible.

Date: 8/7/20

Discussion of a waiver to return to in-person instruction for K-6 schools. All elementary faculty strongly supported this option to return and urged the administration to submit the waiver application. All the middle and high school faculty also expressed the desire to return as soon as possible but understood the waiver was only for elementary grades.

2) Parent and Community Organizations

Date: 7/7/20

A survey was sent out to all the parents of our students (all grade levels) to get their feedback on a possible waiver to return to school. The results showed 74% of the parents favored a physical (either 100% physical or a hybrid schedule) return to school for the start of the school year. The remaining 26% favored a 100% virtual school day

Date: 8/24/20

Another survey was conducted after the first 2 weeks of virtual instruction. The parents' answers show that 86% are in favor of a physical return to school once procedures are in



place to ensure the safety of their children while at school. We are preparing to offer hybrid and virtual programs to meet the concerns of each individual family.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

- Staff meetings are set up weekly on Thursday for middle and high school faculty from 1:30 pm-2:30 pm and for elementary faculty on Fridays from 1pm-3pm.
- On the agenda are protocols for preparing to come back to school in person
- Teachers bring up any challenges or concerns with the process.
- Teachers recommend how they will implement carrying out the return to class environment.

II. Elementary School Reopening Plans

We confirm that elementary school reopening plans address the following, consistent with guidance from the California Dept of Public Health and the local health department, have been published on the website of Acaciawood Preparatory Academy:

- ✓ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized
- ✓ **Cohorting** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
- ✓ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- ✓ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ✓ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ✓ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed



persons. Each school must designate a person for the local health department to contact about COVID-19.

- ✓ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- ✓ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ✓ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- ✓ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- ✓ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ✓ **School Website** URL where reopening plan and waiver are posted.
 - AcaciaWood.org