

# NORTH FORK LOCAL RESTART EDUCATION

## PLAN 2020-21



# NORTH FORK LOCAL

## FY 2020/21 School Year RESTART PLANS

### Assumptions:

The coronavirus remains with us, and Ohio will likely not return to normalcy until there is a vaccine or a cure. A return to school will look different. We will need to be flexible and nimble, understanding that the priority of protecting the health of our students and staff may require us to operate in various modes at different times, with minimum advanced notice. By bringing students back into the buildings there is a level of risk present when children and staff members occupy school district facilities. We are committed to keeping everyone healthy and safe, however, we cannot guarantee you won't be exposed to COVID-19.

### Principles:

- **Principles for what we need to do:**
  - Ensure local flexibility – establish three plans in the event we are directed to move within state-defined parameters.
  - Work with the Licking County Health Department to protect the health and safety of students, staff, and visitors by supporting state and local efforts at controlling the spread of coronavirus.
  - Implement recommended safety protocols to the highest degree possible.
  - Create two-way communication with families and caregivers to assess students' and families' needs and communicate expectations and supports.
  
- **Principles for the way in which we will work:**
  - Promote collaboration (administrators, teachers, all school personnel, families, communities, community partners, etc.) that involve strategies and high-quality planning and implementation processes for providing education.
  - Leverage the power of quality continuous improvement processes and the use of data. We need to consider the attributes of an effective continuously improving school/district, and implement processes that support a continuous improvement mindset.
  - Embrace the use of **Multi-Tiered System of Supports** – Tier 1 for all; Tier 2 for some; Tier 3 for individuals.

# Restart Guidance:

- ***Color Coded Use***
  - We will work together with the Licking County Health Department to look at absenteeism data at a building level. This will allow us to recognize increases in illness in each building early in the process and hopefully we can stop a major outbreak from occurring as a result. If the Licking County Health Department starts to see significant hospitalizations and ICU patients, they will react.
  
- ***Leave Usage***
  - The district will be following the Families First Coronavirus Response Act (FFCRA)
  
- ***Transportation***
  - Guidance that was provided is two students per seat, one at the window, one at the aisle. If we have family units we will seat them together in a group of no more than three per seat.
  
- ***Mask policy***

## **COVID-19 Face Covering Requirements**

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

### **Staff:**

All staff members must wear a face covering made of cloth/fabric that covers the employee's nose, mouth, and chin, at all times when inside school district facilities, on school district transportation and outside when within six (6) feet of other individuals, unless covered by an exception recognized by the Ohio Department of Health. A face shield made of flexible plastic that wraps around the wearer's face and extends below his or her chin may be an acceptable face covering under certain circumstances as determined by the Superintendent. "Staff members" is an inclusive term and includes, but is not limited to, all administrators, certified, classified and exempted staff, vendors, contractors, volunteers and visitors to the building.

A staff member will be required to supply documentation to, as appropriate, to their immediate supervisor if he or she requests not to wear a face covering. The Superintendent's decision to grant or deny an exception or whether a face shield may be used is final.

### **Students:**

All students in grades PreK-12 must wear face coverings while: (1) on school district transportation, (2) in the hallways and common areas of school buildings, and (3) in classrooms when physical distancing of six feet is not possible.

Requests for exceptions under this section as well as those necessary for students with a documented health or developmental condition shall be considered by the Superintendent, who may request documentation justifying the exemption.

Revised 8/05/2020

The District will not tolerate harassment of students who are wearing face coverings or those with recognized exemptions to the face covering requirement and will appropriately discipline students or staff who harass or bully students with exemptions or engage in behavior that interferes with any student or staff member's ability to comply with this policy.

**General Provisions:**

Face coverings must adhere to the district's dress code outlined in the student handbook. The administration will exercise judgement on the appropriateness on a case-by-case basis.

Failure or refusal to wear a required face covering by a staff member or student may result in discipline in accordance with other District policies, handbooks, and/or codes of conduct, as applicable. If a student who is required to wear a face covering does not have one, he or she will be provided an acceptable face covering by a staff member.

This policy shall supersede any conflicting provisions in other District policies, handbooks or procedures.

The Board authorizes the Superintendent to amend these requirements as necessary to meet federal, state and local guidelines.

## **PLANS**

### **PLAN A - Green**

Plan A is a normal start of the school year with enhanced procedures for health and safety.

### **PLAN B - Yellow**

Plan B will be used when the virus totals increase. This will be decided by the Licking County Health Department.

1. Assign students to a rotating class schedule – one-week at-school instruction, one-week virtual instruction. This will occur each quarter, or until ODE/Licking County Health releases the district to normalcy.

### **PLAN C - Red**

Plan C is a complete shut down of all face-to-face instruction for the district and the beginning of distance learning for all students. This will be determined by the State, ODE, and the Licking County Health Department.

## **SCHOOL CHOICE**

As we approach the upcoming school year we wanted to provide options for our parents. Knowing we cannot guarantee that any individual will not get COVID-19, for the 2020-21 school year North Fork Local will offer K-12 Virtual Learning for interested families. These classes are organized to provide state-level education for courses approved by the district. By electing to take this option students will work through their courses online. At the quarter or semester break, students may elect to stay in the program or re-enter the normal school facilities.

## **GUIDELINES**

These plans are just the beginning of the planning stage; we must ensure five basic principles when working toward a completed plan:

1. Health and Safety – physical distancing, handwashing, sanitizing, masks.
2. Daily Cleaning – to include any area that is contacted by students, staff, or guests. This would occur between each class prior to students entering the classroom.
3. Educational Considerations – equity, assessments, high-risk populations, data
4. Social-Emotional Health – student, staff supports.
5. Operations – Transportation, Custodial Maintenance, Secretarial, Food Service, Aides, Extracurriculars.

It is important to note that expected health practices will require newly learned behaviors. We will be implementing age-appropriate learning about COVID-19 control strategies for students. This should be

on-going to reinforce the importance of handwashing, physical distancing, appropriate use of face masks, cough and sneeze etiquette, and the importance of staying home when sick or displaying symptoms. All schools and offices will display environmental print promoting infection control strategies (i.e. cough/sneeze etiquette, proper handwashing, appropriate use of face masks, physical distancing, the importance of staying home when sick

### ***DAILY ROUTINE***

#### **BEFORE LEAVING HOME**

1. **Conduct a self-assessment.** Do not come to school if you or your child are exhibiting symptoms or have been exposed to COVID-19. **If you are experiencing symptoms please submit the temperature form, which can be accessed by going to the district webpage as soon as possible.**

Symptoms include:

- Cough
- Difficulty breathing
- Fever (100.4 F or above)
- Chills
- Sore throat
- Loss of taste or smell

2. **Maintain social distancing as much as possible.** Stay six feet away from others to the best you can.

#### **UPON ARRIVAL AT SCHOOL**

1. Do not arrive more than 10 minutes before the start of the school day.
2. **Wash your hands.** We will ask everyone to wash their hands or use hand sanitizer upon arrival and throughout the day. We desire that all students utilize the handwashing stations or the hand sanitizer stations between every class.
3. Drinking fountains will be turned off – If you need to have water throughout the day please plan to bring a water bottle with you.
4. Students must immediately go to their first class. Students will have the opportunity to go their lockers from the first period.
5. Have all of your materials in your backpack – we will only be using lockers at the start of the day and the end of the day. There will be limited locker usage between classes.

6. **While at school, students in grades K-12 will be required to wear face covering, either mask or shield. Students who cannot wear a mask due to a medical reason must have a doctor's note for exemption.**
  - **Mask breaks will be provided by the staff whenever the social distancing guidelines can be maintained, at recess, and during lunch.**
7. **Maintain the social distancing requirements of six feet – no less than 3 feet.**
8. The following areas will be closed to all students:
  - Conference rooms
  - Offices – unless you have an emergency
9. **Classroom Occupancy**
  - The district will inform parents that safety protocols are in place but any student who attends school will incur some level of risk. Districts will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated.
  - Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible.
  - School employees will be required to use a face covering when they are within six feet of students.
10. **Restrooms will be open for use.** Students are not to congregate or have more than three in the facility at a time maintaining the 6-foot distancing requirement. Staff members will be monitoring the use.
11. During the start of the day, staff will take attendance and do a quick health check.

#### **DURING YOUR DAY**

- No contact – PLEASE KEEP HANDS TO YOURSELF.
- **Stay in your designated areas.**
- Listen closely to the staff at all times.
- Do not share ANYTHING with others. For example, water bottles, hair ties, phones, etc.
- Recess – The district will work toward a structured recess to avoid as much physical contact with others.

### LEAVING SCHOOL

- **Students will have 10 minutes to gather all belongings and exit the school.** Please GO HOME! We must use our social distancing. We know you miss everyone, but the more careful you are now, the more we can be at school.
- **There will be no lost and found.** Anything left at school will be disposed of after the week.
- Once home, **wash your hands, change clothes, and clean your water bottles.**

### SHOWING SIGNS

If a student/staff member is showing symptoms of COVID-19 we are asking you to stay at home.

- You will be able to return if, without the use of fever reducing medications, after twenty-four (24) hours you are fever free.
- If student demonstrates signs during school, staff will call parents to immediately pick-up their student. Please have a plan in place if this should occur.

### POSITIVE CASES -COMMUNICATION

Communications when a student/staff member has been diagnosed with a COVID 19 positive case:

- Communication will be developed and handled by the Licking County Health Department, not the school district.
- A common template will be developed to include the following:
  - Specify to parents which classroom the confirmed case was in (ex. Mr. Smith). More generalized statement to building staff.
  - The school district will cooperate with the Licking County Health Department's work in contact tracing.
  - Any student or staff member who tests positive for COVID 19 will be isolated by the Licking County Health Department in accordance with CDC guidance. Anyone that meets the definition of a close contact of an individual with a confirmed case will be quarantined by the Licking County Health Department for fourteen (14) days.
  - The Licking County Health Department will write a letter for the school district to use and the letter will explain/define a close contact to an individual with a confirmed case of COVID-19 that will result in quarantine.

### Visitors/Volunteers/Parties

There are different levels of school visitors; visitors are generally discouraged from being in school district facilities. If you have to come to the building please call first to set up an appointment.

Safety protocols such health questions will be implemented for all visitors.

### Transportation

Students may ride school transportation – however, **masks are required to ride.**

**Food Service**

The district will offer food service. Logistics will be determined by each building in compliance with the Licking County Health Department based on:

- Capacity/occupancy of the school cafeteria
- No self-service
- Individual condiments

## STAFF PROCEDURES DURING COVID-19

### **Attendance:**

In-person attendance is important and conducive to learning. However, in the current pandemic environment, a focus on attendance must be balanced with a priority for keeping students and employees safe and healthy.

**Daily Health Assessments:** Require students and personnel to take their own temperature before reporting to school and to stay home if above 100.4 F or if experiencing other symptoms.

Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – cough or shortness of breath without any other explanation, or fever.

Maintain physical distancing (at least 6 feet apart) among all persons on school grounds and those utilizing school transportation. Utilize visual cues (i.e. floor markings) and other strategies.

Breaks/Lunches should be staggered in groups of 10 or less, with rooms setup to maintain 6 feet distance. Consider taking breaks or lunch in outdoor areas.

**Face Masks:** Are required for all employees on school grounds and utilizing school transportation. School nurses or personnel who care for sick persons should utilize appropriate PPE. When in your areas with no students and you can maintain social distancing, you may remove your masks.

**Clean and Sanitize:** Frequently clean surfaces paying particular attention to high-touch areas (stair handrails, door handles, counters, desks, tables, chairs, lavatories, computers, books, etc.). Cleaning and disinfection should be done after each cohort of students leaves a facility or classroom. Wash hands thoroughly with soap and water.

**Training:** all employees will be provided training on how to properly put on, use, take off, and dispose of PPE. Adequate education must be provided for all school personnel to know and recognize the most likely symptoms of COVID-19 and how to protect employees and students from transmissions.

**Showing Symptoms of COVID-19 at School:** Should students or employees exhibit symptoms while physically attending school in-person, they should report to a quarantine room, be required to wear a face mask and any adults interacting with them should be required to wear a face mask. Those showing symptoms should be required to go home at the earliest convenience.

**Diagnosed or Exposure to COVID-19:** Families and staff must notify school if they have been exposed to COVID-19 and are quarantined, or if a family member has been diagnosed with or presumed to have COVID-19 and/or is being isolated; Notify the Licking County Health Department at (740) 349-6535. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days.

**Returning to School Following Quarantine:** If a student or staff member is found to have a confirmed case of COVID-19, they will be placed into isolation by the Licking County Health Department. The isolation time period will vary and will be based on the individual. The Licking County Health Department will provide written and verbal communication to the parents of any students with a confirmed case of COVID-19 and to any staff member who is diagnosed with a confirmed case of COVID-19. Students and staff will not be permitted to return to school or school activities until their isolation period has ended and official documentation is received from the Licking County Health Department. Any individual waiting on results from a COVID-19 test should not return to school while the test results are pending.



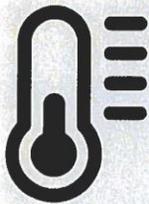
Licking County  
**Health Department**

675 Price Road • Newark, Ohio 43055  
Business: (740) 349-6535 • Fax: (740) 349-6510  
[www.LickingCoHealth.org](http://www.LickingCoHealth.org)

# EMPLOYEES:

Please properly evaluate yourself for illness and COVID-19 symptoms **BEFORE** reporting to work or starting your shift.

The Licking County Health Department recommends daily temperature screenings to monitor yourself for fever.



Screening Criteria for **Fever:**

- $\leq 100.4^{\circ}\text{F}$  individual is permitted to work
- $\geq 100.4^{\circ}\text{F}$  individual should stay home / be sent home

If an employee is sent home with a fever of  $100.4^{\circ}\text{F}$  they should stay home until they are fever-free for 3 days without the use of fever reducing medication.



If an employee arrives to work without a fever but has a **persistent cough**, the employer should consider sending the employee home until the cough subsides.

Additional symptoms of COVID-19 include, but are not limited to: fever, chills, muscle aches, headache, sore throat, loss of taste or smell, a persistent cough, shortness of breath, and/or difficulty breathing.

If you are experiencing any of these symptoms, contact your employer **BEFORE** arriving to work.

## SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

FEVER



Symptoms\* can include

SHORTNESS OF BREATH



COUGH



\*Symptoms may appear 2-14 days after exposure.



Remember to thoroughly wash hands with soap and water often, and wipe down work areas with disinfecting cleaning supplies.

# **SAMPLE PARENT NOTIFICATION LETTER COVID-19**

Good afternoon: North Fork Schools was notified *Monday* that a staff member at *Utica High School* has tested positive for COVID-19. We are releasing this notice to all families in the district to protect the safety and welfare of everyone.

We do not believe the staff member had prolonged contact with any students. We have contacted other staff members who may have been in close contact with the employee. They are not currently at work and have been tested for COVID-19. The staff member was briefly at work Monday before leaving to get the test. The employee was wearing a mask and was not showing symptoms but had been in close contact with another person who was showing symptoms.

According to health department guidelines, the risk is greatest when within 6 feet of a person for a continuous 15 minutes or more.

Although the risk is minimal, the district has sanitized the areas where the employee worked. As the school year ended, we have thoroughly cleaned all buildings with recommended materials to protect staff and students.

This is the first individual in the district to be diagnosed with COVID-19 that we know of. As the situation moves forward, we will continue communicating about future diagnoses as appropriate.

It is important for all families and employees to continue to self-monitor for signs and symptoms of COVID-19, including a fever greater than 100.4, cough and shortness of breath. If you think you may have some of the symptoms, please contact your healthcare provider.

Please visit the Licking County Health Department's website for more information related to COVID-19.

**NORTH FORK LOCAL SCHOOLS**  
are committed to keeping you  
healthy and safe, but we  
cannot guarantee you won't be  
exposed to COVID-19.

**We rely on you to protect yourself too:**

- Wash your hands often and avoid touching your face.
- Maintain your distance from others.
- Cover your mouth and nose.
- Avoid touching surfaces.
- If you're sick please don't enter the facilities until you are well.

# ATTENTION:

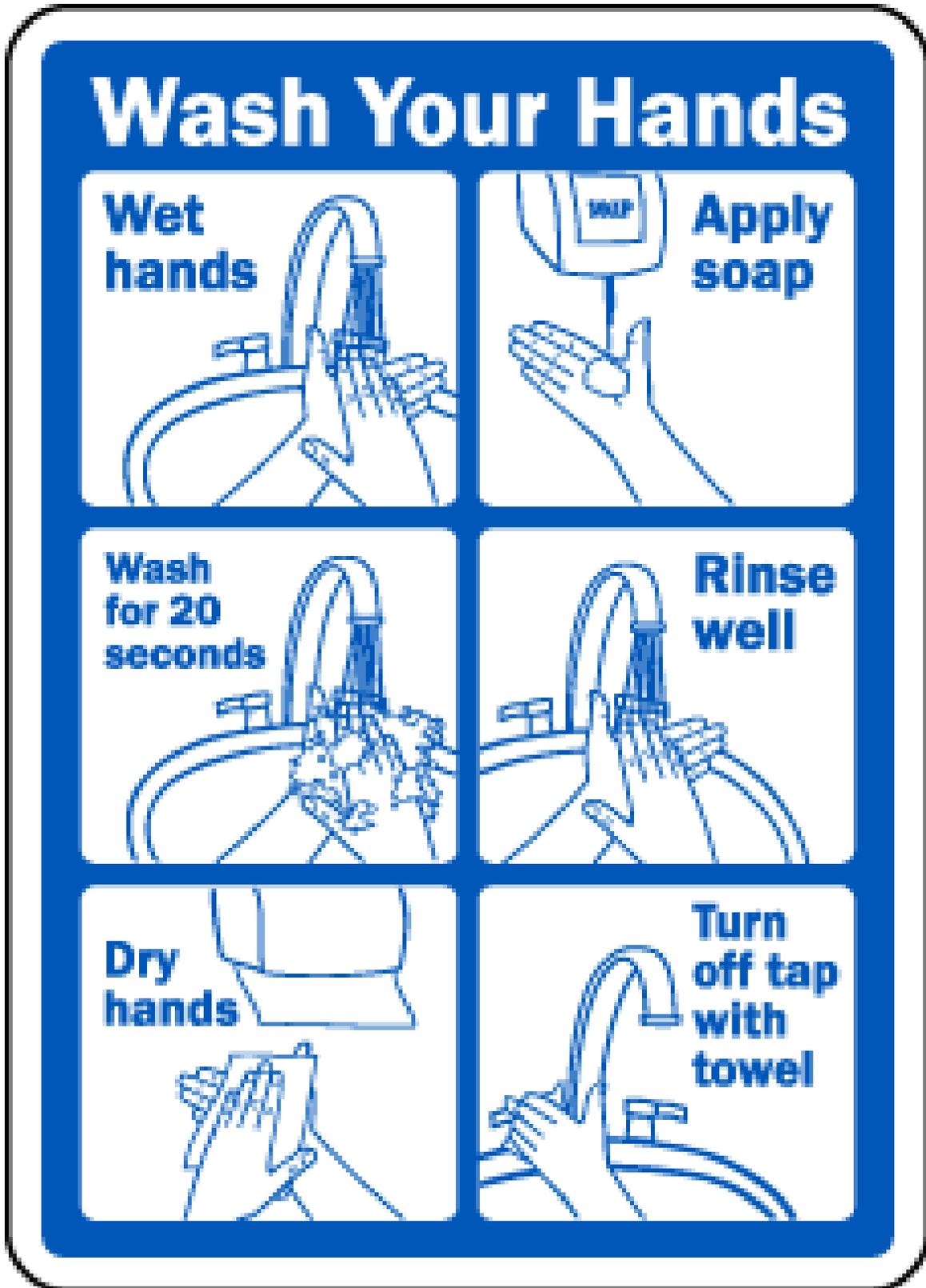
For the safety and health of students and staff, this facility practices **SOCIAL DISTANCING**



Please maintain distance between yourself and others.

**WE APPRECIATE YOUR  
COOPERATION!**







#IN THIS  
TOGETHER   
**Ohio**



**To protect our employees and  
customers, we recommend  
that everyone wears face  
coverings.**

#RESPONSIBLE  
RESTART    
**Ohio**



**MIKE DEWINE**  
GOVERNOR OF OHIO

**Ohio**

Department  
of Health

Revised 8/05/2020

## TEMPERATURE FORM

Student Name:

Parent Email Address

Date Submitted

Current Temperature

Time Taken

Have you had a cough, shortness of breath/difficulty breathing, a fever, chills, muscle pain, sore throat, or loss of taste or smell within the last 14 days?      Yes              No

Have you been in contact with anyone that has had a cough, shortness of breath/difficulty breathing, a fever, chills, muscle pain, sore throat, or loss of taste or smell within the last 14 days?      Yes              No

Send me a copy of my responses.

**North Fork Local Schools**  
**Restart and Return to School Remote Curriculum Learning Plan**  
**2020-21**

In accordance with section 3302.41 of the Ohio Revised Code, North Fork Local Schools presents a remote learning plan to be adopted for the 2020-21 school year. North Fork will utilize Progress Book as a district platform for uploading assignments, web links, videos, etc. Communication will consist of email, classroom notifications, district newsletters and website updates. The model is outlined below:

***Plan A: Face to face instruction (GREEN)***

Traditional school year, adhering and following health and safety protocols set by the Licking County Health Department, Ohio Health Department and guidelines for instructional content standards set by the Ohio Department of Education.

***Plan B: HYBRID Model (YELLOW)***

To be utilized when virus totals increase and decided by the Licking County Health Department to execute remote learning.

**Components of Plan B:** Alternating Schedule- One week in attendance, one-week remote learning (50/50 split)

2 days in attendance, 1 out, 2 days in.

One-week example:

Group A: Attend face to face Monday-Tuesday, off on Wednesday and face to face Thursday, Friday.

Group B: Attend remote learning Monday, Tuesday and Thursday-Friday,

WEDNESDAY will be district wide deep cleaning in all buildings, cafeterias, hallways, etc. Wednesday will also allow for any staff professional development, teachers to provide remote learning feedback, instructional support for all students and will also include Title, IEP support/specialized services.

Instruction will use Plan A model, adding online platform supplemental material as listed in Plan C.

***Plan C: 100% online (RED)***

**Components of Plan C:**

ALL students will move to remote learning platform via Progress Book.

Grades K-2: Instructional packets will be provided

Grades 3-8: Utilize Newsela for ELA, Science and Social Studies; Freckle for Math; Can also supplement material with Zearn, Epic, Accelerated Reader; 5-8 Science can use online Science Gizmos

Grades 9-12: Continue with 1:1 flipped classroom using 365, One Note, Dropbox, Aleks for Math Supplement

Revised 8/05/2020

ASSESSMENTS during 2020-21 school year:

KRA- administered to all kindergarten students using new kits during gentle start dates, times.

STAR- Reading and Math diagnostics

K-1 will complete EL (early literacy)

2-8 will complete STAR Reading and Math

**By September 30<sup>th</sup>**

**SLOs--- all subjects will have SLOs. MOU to use STAR as vendor assessment (which is high quality data point)??**

PER ODE update on assessment calendar--- future plans include state assessments- must have 2 assessments in tested subjects completed within an 18-month time frame. *\*Subject to change*

**Technology Plans for 2020/2021**

**Plan A: Normal Face to Face:**

- ❖ HS iPads
  - Handed Out by Day
  - Done by Class and Alphabet
  - One way in – One way out in the Library
- ❖ Cart iPads
  - Can be checked out
  - Must be sanitized at pick up AND drop off by the teacher using them
    - Students must be assigned an iPad number for use.
    - If being used by multiple classes (ELA blocks), must be sanitized between class usage.
  - Carts themselves must also be wiped down
- ❖ Room iPads
  - Staff assigned 4-6 iPads in the room
  - Must be sanitized before and after EACH use by a student
- ❖ Computers in all buildings
  - Can be used
  - Must be sanitized before and after EACH use by a student and/or staff member.

**Plan B: Blended 1 week on/off:**

- ❖ HS iPads
  - Done as stated above
- ❖ Cart iPads
  - Release iPads for home use
    - Either have a pick-up day/ forms / signature, etc.
    - As needed “signed out”
- ❖ Room iPads
  - Remain in the classroom following the same sanitizing routine
- ❖ Computers in all buildings
  - Can be used
  - Must be sanitized before and after EACH use by a student and/or staff member.

**Plan C: Online Semester**

- ❖ HS iPads
  - Done as stated above
- ❖ Cart iPads
  - Release ALL iPads for home use
- ❖ Room iPads
  - Release ALL iPads for home use
    - BOTH Cart and Room iPads will be handed out on designated days. Parents/Guardians MUST fill out the new appropriate form, sign about damages, and it will be “checked” out to a specific child in the home.

**Proper sanitation of iPads and Technology:**

- ❖ MicroFiber Rag
- ❖ Spray Bottle
- ❖ 50% alcohol 50% water
  - Spray the RAG and then wipe the device
- ❖ If no spray = Soap Water is sufficient
  - Dip rag in soap water, wring out the rag well, wipe device
  - Take a dry rag and wipe over the wet marks to dry off

**Devices include:**

- ❖ Keyboards
  - OFF when wiping
  - Be sure to NOT soak the keyboards
    - This is accomplished by having the rag wet then wiping
- ❖ Mouse
  - Top and Bottom should be wiped
- ❖ Remotes (apple tv, projector)
- ❖ Printers
  - Any shared printer needs wiped where people may come in contact
    - Paper trays, power buttons, etc.
- ❖ Copiers
  - Common area for staff
  - Should be wiped BEFORE and AFTER each use
  - Need to limit contact
- ❖ Computers in all buildings
  - Need to be wiped down including any area touched on the monitor, power buttons, etc.
  - Must be sanitized before and after EACH use by a student and/or staff member.

**Smart Boards:**

- ❖ Staff ONLY use
  - [https://community.smarttech.com/s/article/How-to-clean-SMART-Board-interactive-display-surfaces?language=en\\_US&\\_ga=2.96311516.1972673342.1594217580-1313103820.1594217580](https://community.smarttech.com/s/article/How-to-clean-SMART-Board-interactive-display-surfaces?language=en_US&_ga=2.96311516.1972673342.1594217580-1313103820.1594217580)
  - Essentially, wiping with an diluted alcohol spray, all devices OFF, one to wipe and one to dry

### High School day- Students

- Beginning of the day
  - You will not be permitted into the building before 7:15. Upon entry, report directly to your assigned classroom for first period.
  - Do not gather in groups
  - Do not go to your locker
  - Turn off your phone and put it away
  - Upon arrival to your classroom, sit in your assigned seat
- Entering the building
  - Drivers- enter the building at the entrance closest to where you parked. If you arrive prior to time to enter the building wait in your car until you will be permitted in the building.
  - Walkers- you will not be permitted to enter the building until 7:15. Do not come to early and be in a grouping at the front doors.
  - Bus riders- enter the building closest to where your bus is parked. Students will be released from buses at varying times.
- Changing classes
  - Leave the classroom when your teacher dismisses you
  - Report directly to your next class and sit in your assigned seat
- Restrooms
  - Restroom visits should be limited
  - Wash hands for at least 20 seconds
  - No more than 3 people are permitted in a restroom at one time
- Lunch
  - Lunch seating will be assigned in classrooms or in the cafeteria.
  - You will be dismissed at a specific time to limit the number of people in the hallway or in a classroom.
  - If you bring your lunch stay in your assigned room to eat.
  - If you buy a cafeteria lunch, report directly to the cafeteria when dismissed; pick up your lunch and report directly to your assigned seat.
  - If there is a line in the cafeteria, social distancing is required.
  - Sit in your assigned seat.
- Classroom procedures
  - Each time you enter a different classroom:
    - You will have an assigned seat
    - Your teacher will spray disinfectant on your desk
    - You will need to clean your desk, making sure to wipe all touch points. This will be done each time you change classrooms/seats. (If you have a health reason that you are unable to perform this task please let your teacher know.)
  - Maintain social distancing as much as possible.
  - Listen to instructions to limit confusion
- School dismissal

Revised 8/05/2020

- Classes will be dismissed at different times. Remain seated until your teacher dismisses you.
- Go directly to your destination. Example: Walkers, go directly home; bus riders, go to your bus and sit in your assigned seat. Drivers, get in your car and leave. Social gathering on school grounds will not be permitted.
- If you have approved extra-curricular activities you will need to report directly to the assigned area for the activity and social distance.

## Middle School Student School Day

1. Beginning of the day
  - a. The building will open for students at 7:15.
  - b. Students should be reporting directly to 1<sup>st</sup> period
  - c. Students will be sent in small groups for dropping off coats and lunches in lockers. Locker trips will only happen at the beginning of the day, lunch, and end of the day.
  - d. Cellphones should be off and hidden (a.k.a. pockets but preferably backpacks or coats in lockers)
  - e. Breakfast will happen during 1<sup>st</sup> period in the classrooms. More details to come
2. Entry to the building
  - a. Walkers, the building will open at 7:15. Please use social distancing while waiting to enter the school
  - b. Parent Drop-offs, you will enter through the doors on the north side of the building at the drop-off sign
  - c. Bus riders, you will be released off the buses in a staggered release and will enter the school through doors that are closest to your bus
3. Changing Classes
  - a. At this time, bells will ring for dismissal to next class
  - b. Students will go directly to the next class and wait for teacher instructions to enter
  - c. Lockers, restrooms, and the bottle filling station are not available during class change
4. Restrooms
  - a. Restrooms are only open during class time to control number of students in the restroom at one time
  - b. Only 3 students in the restroom at a time and there will be a system for students to use to help monitor
  - c. Always wash your hands
5. Lunch
  - a. Students will still be split into 2 groups for each lunch period and split time between lunch and “social” time. More details to come on the first day of school
  - b. Students will be expected to bring their backpacks to lunch with them and have them on the floor under the table by their chair. The backpacks should not be in the aisles.
  - c. Lunch lines will follow social distancing rules
  - d. Students will have assigned seats from day 1
6. Classrooms
  - a. Teachers will clean classrooms in between each period
  - b. Sanitize your hands when entering a new classroom and Maintain social distancing when possible
  - c. Students must use their own supplies at all times
7. Office Procedures
  - a. Students and Parents in the office
    - i. Parents must have an appointment to enter the building
    - ii. Parents signing students in/out will need to call ahead of time and will stay in their vehicle or outside when they arrive. When you arrive, call the middle

school office by cell phone or ask the high school office to contact the middle school office. The student will be escorted by staff to get parent signature.

- iii. Students coming in late will sign in on an individual paper in the office
- iv. If parents are dropping off items for students, items will be dropped off at the main entrance and the student will pick it up from there (this is subject to change).
- v. The phone in office that students use will be wiped after each use.

8. School Dismissal

- a. Dismissal will be done over the PA and by class
- b. Students that have coats in their lockers will be released by their last period teacher to get them based on teacher's discretion
- c. After being released, students should be going directly to where they need to be, i.e. their buses, walking home, car rides, or extracurricular activities

Revised 8/05/2020

## **Newton Reopening**

**August 2020**

Arrival

Stagger arrivals:

Grade 5 back door/ Grade 1 front door

Grade 2 back door/ Grade 4 front door

Grade 3 back doors/ K – all doors

Report to classroom for breakfast in room

3 staff will be on duty during the extended drop off time

Dismissal:

Stagger dismissal

Grade 3 & K

Grade 2 & 4

Grade 5 & 1

3:10 pm car dismissal – to help eliminate cars on #13

Grade K-3 are self contained so will stay with same teacher. Grade 4/5 with subject changes, the teacher will come to the students

Seating charts will be submitted in addition to attendance.

Lunch- cafeteria with social distance & recess. Eating in the classroom will be discussed with staff in August. Mike Maxwell is aware we will need additional time. Cafeteria workers will be needed to help with cleaning & sanitizing during the lunch periods.

Revised 8/05/2020

RR – there will be signage of occupancy of 3 students. There are sinks in the room for frequent hand washing. Student will bring Water bottles .

Specials – staff will come to the classroom for specials or take the students outside if weather permits for instruction.

Title& Sped services – if groups larger than 3 – they will be relocated in the gym ( first semester)

Staff will have to clean & sanitize between groups.

Teachers are encouraged to remove items from their rooms to create space. Ie beanbag chairs, reading tables...

There will be no community supplies.

Papers will sit for 3 days before staff grades them.

Staff were encouraged to start a list of supplies needed. And to rethink their instruction.

No open house, no field trips, no assemblies, no after school clubs or activities

IEP meetings will be held by ZOOM virtual meetings.

Parent contact will be phone calls or FaceTimes and emails

#### Office

There will be limited access. Phone calls and emails will be used to conduct business.

Parents will drop off items in the alcove ie, lunchbox

Students needing picked up during the day will exit into the alcove.

Staff will take care of minor medical issues and an office staff going to the student when needed.

There will be limited volunteers. Staff member they are helping will review guidelines and sign off that it was completed. ( such as OSU-N student helpers)

A CV-19 room will be established

Revised 8/05/2020

Fall registration & returning of data will be stressed. The office must have a way to contact parents. Parents must think about several options to get their child ASAP.

#### Building

There will be signage – social distance markings, wash hands, symptoms of CV-19

Staff will clean & sanitize often

PPE equipment & training will occur

Guidance & LIM will be used for the social emotional well being of the students.

Staff will be encouraged to go outside during the planning & lunch break

Staff will be encouraged to take students outside for instruction- using social distance

Staff will be encouraged to use common sense and to breathe. This is new to everyone.

Patience & Flexibility is essential

## Utica Elementary Reopening Guidelines

We are making all reasonable efforts to maintain as much of “normal” school operations as possible to allow students to participate in usual school activities. All are advised that these guidelines are being instituted due to health requirements. Guidelines could shift depending on the requirements set forth by State and County Officials.

### **General Guidelines**

Parents have the choice to send their child to school as normal or enroll their child in North Fork Local’s Virtual Learning Program. If choosing the online path, students must remain in the program throughout the current semester.

Parents/students and staff are expected to conduct health/safety checks every day before coming to school. Students and/or staff members should stay at home if they have a temperature at or above 100.4 degrees or exhibit a combination of any of the following: chills, cough, shortness of breath, nausea, diarrhea, loss of taste or smell, sore throat, body aches.

Students who have a temperature at or above 100.4 or exhibit signs of illness will be isolated and should be picked up immediately or no later than one hour after the school contacts the parent. Please do not have your child go to school and “try” if he/she is feeling ill. Students must be fever free, unmedicated for 3 days before returning to school. Parents are expected to provide the school with their most accurate contact information and have a plan in place to pick up their child if they are not available to do so in a timely manner.

All school staff will be required to wear a mask or face shield when in the presence of students.

Building features (hallways, classrooms and cafeteria) and movement patterns are being configured in a way that maintains social distancing requirements. Markings will be established on the floors and cafeteria tables that signify social distancing requirements. Students will be expected to abide by those features.

All students will be required to wear a mask/face covering at all times while riding a bus.

Hand sanitizer will be available in classrooms, busses, cafeteria, offices, building entrances and some other common areas. Everyone will wash their hands and/or use hand sanitizer when entering a building and periodically throughout the day.

Students are required to have their own set of supplies. The sharing of objects is highly discouraged unless absolutely necessary. Any items that have been shared will be cleaned and sanitized between uses.

There will be no in-person Open Houses for the beginning of the school year. Parents are encouraged to contact the school and make an appointment if they would like to talk to their child's teacher(s) before school starts.

There will be no field trips, assemblies, or other gatherings that put a large number of students together outside a classroom setting until further notice.

Building use outside of normal school activities will not be allowed until the health restrictions have been lifted.

NO VISITORS will be permitted to enter a school building during the school day without authorization. All non-essential (not-critical) visits are not permitted. Any dismissal outside normal procedure will require the person picking up the student to call the office and meet their child at the door. Anyone entering the school for a scheduled meeting will be required to wear a mask and use sanitizer upon entry. If dropping off items for a student, the person should call the office and they will be met at the door so the items can be accepted and delivered. Items can be placed on a table in the front lobby and office staff will make deliveries to the student. It is advised that those items have their child's name written on them.

Restrooms have a maximum occupancy of three individuals. Those waiting their turn in the hallway will be required to follow social distancing guidelines.

Consistent, year-long seating charts will be established for classrooms and cafeteria arrangements to assist with contact tracing in the event of Covid-19 exposure. Students will remain with their cohort as much as possible throughout the day to limit interactions with other individuals within the building. In the event that students are switching locations, materials for each location will be sanitized prior to another group of students entering the room.

Drinking fountains will be turned off. Students will be permitted to bring a water bottle with them each day and will have opportunities to fill their bottles throughout the day.

#### Arrival/Dismissal

Students should not report to school grounds prior to 8:50 in the morning. Parents are strongly encouraged to drop off and pick up students in the United Methodist Church parking lot. This will alleviate some of the traffic congestion we will undoubtedly experience. We will be staggering both our entry and exit procedures to eliminate congestion throughout the building. Students waiting to enter the building must maintain social distance requirements while on the playground. Playground equipment will be off-limit, in the mornings, while students are waiting to enter the building. When entering the building, students are to report directly to their classroom. Breakfast will be served in each individual classroom. Upon entry into the classroom, students will be required to wash their hands or to apply hand sanitizer if washing isn't an option in the classroom. When students are excused at the end of the day, they must report directly to their designated area (bus, walking home, pick-up locations) without

congregating with other students. Staff will be in place to usher students along. Students will remain in their classroom until they are dismissed by group.

It is our plan to serve lunch in the cafeteria. It is vital that students adhere to their assigned seats and do not roam from spot to spot in the cafeteria. The sharing of food is not permitted.

There will be very limited access to the office for students and parents. Parents will be required to schedule an appointment if they need assistance from the office staff. In the event of an emergency, staff should contact the office and we will come to the classroom and transport the student if necessary.

Educational supports for infection control strategies will be displayed throughout the building.

Progress Book will be the online platform used throughout the building. Staff training will be provided to those in need of additional support.