



## OCTOBER 20TH RETURN TO SCHOOL- BOGAN

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Talawanda School District



As we plan for our return to school, we recognize the need for new procedures throughout the building based on the following guiding principles:

### **Guiding Principles for Schools During the COVID-19 Pandemic**

- **Distance:** As much social distancing as possible.
- **Time:** Spend as little time close together as possible. Minimize visitors.
- **Hygiene:** Keep hands clean with frequent washing and hand sanitizer
- **Cleaning:** Clean surfaces often, between people
- **Face Coverings:** Keep nose and mouth secretions to yourself by wearing face coverings at all times

We also understand that these new procedures will need to be learned and practiced by all students and staff. Many of the procedures will require additional time to accomplish, so patience will be an important part of our return to school. In addition, we recognize that no plan will perfectly meet the needs of providing the best instructional setting while also providing the safest setting for the pandemic - this is our plan to balance these two ideas.

### **The School Hours**

**MTRF- 9:30am-4:10pm**

**W- 9:30-3:20pm**

### **Arrival**

Parents/Guardians may not enter the building to limit the number of people in the building. Students will arrive via Car or Bus - Students will need to use hand sanitizer upon entering the building - hand sanitizer stations will be available at each entrance.

### **Car Drop Off**

Students will enter the front door between 9:20 and 9:25.

Doors will be propped open and monitored by staff members to reduce touch

Only students eating breakfast may go to Cafe'.

Students will walk to their classroom, enter their classroom and go to their desk without stopping at cubbies.

#### **Bus Drop Off**

Students will enter rear door, one bus at a time, walk single file to their classroom - Kindergarten students will exit the bus first and enter directly into their classroom  
Doors will be propped open and monitored by staff members to reduce touch  
Students will walk to their classroom, enter their classroom and go to their desk without stopping at cubbies.

Once everyone is in the room, teacher can direct cubbie visits using color coded system  
6 colors - 1 color at cubbies at a time - this will create space between students

#### **Breakfast**

Breakfast will be served in the cafeteria  
Students will maintain social distance while in line  
Students will be directed to a table and will sit 2/3 students to a table. Plastic dividers will be between each student. Tables will be cleaned after each student.

#### **Dismissal**

Parents/Guardians may not enter the building to limit the number of people in the building.  
Students will be picked up via Curbside Pickup or Bus - Car riders need to have a permanent pickup placard from the office or a note must be sent to school with the student in the morning -  
Students will need to use hand sanitizer before leaving the classroom

#### **Curbside Pick Up**

Students will enter the Gym and sit on the floor by homeroom.  
Doors propped open and monitored by staff members to reduce touch.  
Families must have a school-issued Curbside Placard with name on their passenger side dash.  
One staff member will be "checking in" cars based on the signs on their dash.  
Students will exit the gym and load cars on the passenger side of the car.

#### **Bus Dismissal**

Classrooms will be dismissed one at a time.  
Students will walk single file behind the teacher to the bus.  
Students will be instructed to maintain 6 feet of distance between them  
Order - Milders, Parrish, Lindley, Petro, Schuppe, Marshall, Morris, Bryan (Using South Exit) Hensley, Leadbetter, Wagner, MorrisJ, Farmer, Dyer, Miller, (Using Recess Exit), Currier, Williams, Davidson (Using KG Exits), Hamilton (Using Recess Exit)

#### **Lunch**

Lunch will be served in the Cafeteria

Distancing marks for lunch line to encourage social distance, students will be issued bar-code cards to scan.

Students will have an assigned seat as they arrive

No tray return or trash bins (Bins and carts will be rotated to tables to collect trash)

2 or 3 students per table

## **Recess**

Recess will be held outside when possible. The playground area will be divided into play zones - 1 zone for each classroom to allow students to interact only with students who they have already been grouped with during the day. Each play zone will have a 6 foot separation between the other two. Classrooms need to stay in their assigned play zone for that recess.

We will teach socially distant games to reduce interactions.

Students will wash hands or use hand sanitizer before going outside or leaving the cafeteria.

Students will wash hands or use hand sanitizer before entering the building.

## **Classroom Setup/Spacing**

Classrooms will be set up to allow as much spacing as possible between students. Each student will be issued a 3 sided plastic divider to separate students.

In classrooms with individual desk students will be placed approximately 4 feet apart - depending on the number of student more than 4 feet of space may be possible

In classrooms with tables - students will remain at their assigned tables to limit contact with others students and creating as much space between students as possible OR dividers will be placed on the table to create separation

Students will need to have their own materials - There will be no sharing of materials

Carpet Time - Students will not gather together closer than 2 feet on a carpeted area

Small group - Students will not gather for small group instruction unless dividers can be used between students

Handwashing stations and sanitizer stations will be available in classrooms

## **Class Changes/Specials/Hallways**

Master Schedule will be designed to limit passing in the hallway

Students will walk in single file lines near wall on right side of the hallway, hands at side, 3 tiles between students

The Art Room, Music Room, and Gym will be sanitized between classes. Classes may be held outside as much as possible.

To limit contact, Art, Music, and PE will be 45 minutes per day - 4 days per week of 1 subject per homeroom. This means that one homeroom in the grade level would go to the same subject 4 out of 5 days per week. The classes in the grade level will rotate between Art, Music, and PE weekly (3 week rotation).

### **Restroom Breaks**

Schedule created for classroom restroom breaks

Individual emergencies - student signs out with date and time to be able to track possible contacts while in the restroom

### **Hand Washing/Sanitizing**

Teach handwashing and the use of hand sanitizer

Upon Entry, Before Eating, At dismissal, After Restroom Use, Soiled Hands, After sneezing, coughing, blowing nose

### **Masks**

Masks are mandatory for all students and staff. Mask breaks will be given throughout the day. Medical exemptions may be granted with consultation and documentation. Masks will be available but it is recommended that families provide masks to ensure comfort and fit.

### **Cleaning Procedures**

High touch areas will be disinfected 2-3 times per day while school is in session including: door knobs, handles and handrails.

Classroom desktops and chairs will be disinfected throughout the day and during after school cleaning.

Rooms in which students transition in and out of will be disinfected between each class.

### **Supplies/Materials**

Classroom supplies and materials will be for individual student use only.

Sharing of supplies/materials should not occur.

If it is necessary for supplies/materials to be used by multiple students they will be disinfected between each use.

### **Cubbie Visits**

Students will be taught to keep distance while at their cubbie.

To create space between students, cubbie visits will be completed using a six student rotation - this will create 6 cubbies of space between students.

### **Water Fountains**

Students will use personal water bottles which can be filled at the sink in the classroom.

Water fountains are not available for use.

**Title I and Reading Intervention**

Each Title I teacher will be assigned to 1 classroom in K, 1, 2, 3 - they rotate through the students based on needs in the room with a short 10-15 minute 1-1 lesson - probably 1 hour per grade level with time for follow up if needed.

**Intervention Specialist**

Identified students will be grouped into 1-2 homerooms. Students will be escorted to and from the resource room. While in the resource room, students will remain on one side of the room with only students from their homeroom.

OR

Students will be grouped into 1-2 homerooms. Students will report to the resource room on alternating days to remain with only students from their homeroom.

OR

Intervention Specialists and EAs will provide services within the classroom.

**ETC**

Identified students will be grouped into 1-2 homerooms. Students will be escorted to and from the ETC room. While in the ETC room, students will remain on one side of the room with only students from their homeroom.

OR

Students will be grouped into 1-2 homerooms. Students will attend ETC on alternating days to remain with only students from their homeroom.