



OCTOBER 20TH
RETURN TO SCHOOL
MARSHALL

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**
- **Screen: Check daily temperatures, and do symptom checks for those working/entering building**

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.

Arrival

Parents/Guardians may not enter the building in order to limit the number of people in the building. Students will arrive via Car or Bus - Students will walk directly to their classroom and wash their hands when they arrive.

Car Drop Off

Students will enter the rear door by the kitchen (see attached letter)

This will create a longer staging area for cars, will be the same location for pick up, and will allow for 1-way travel in the hallways to classrooms

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

Students need to be ready to exit in order to keep the line moving

Staff will use a handheld sign to indicate when it is ok to unload (green) and when it is not ok to unload (red) within the drop off zone

Students will walk to their classroom, enter their classroom without stopping at lockers, and wash their hands

Bus Drop Off

Please note- Peterman Transportation will only allow one pickup and one dropoff location. Students are able to get on the bus at one location and go home to a different location, but they have to do this every day. Parent notes requesting dismissal changes will not be allowed.

Students need to enter center front doors, one bus at a time, walk single file to their classroom - entering one door will allow for 1-way travel in the hallways

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

Students will walk directly to their classroom, enter their classroom without stopping at lockers and wash their hands

Once everyone is in the room teachers will direct locker visits using a color coded system.

Students will be assigned 1 of 6 colors - 1 color at lockers at a time - this will create a 2-locker space between students and limit the number of students at lockers to 4 students per homeroom.

Breakfast

Breakfast will be served in the cafeteria

Students will maintain 6 foot of distance while in line and will be use hand sanitizer

Prepackaged breakfast choices will be provided

Students will be directed to a table and will sit 2-3 students to a table on 1 side only - until additional seating is needed

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 Car or Bus - Car riders need to be on the permanent pickup list or a note must be sent to school with the student in the morning - Students will need to wash hands or use hand sanitizer before leaving the classroom

Car Pick Up

Cars will line up following the attached letter **

Doors propped open and monitored by staff members to reduce touch

Students will be staged in the cafeteria - sitting 3 students on each bench

Families must have a school-issued Name Placard on their passenger side dash.

One staff member will be "checking in" cars based on the Name Placards on their dash using

Pikmykid. Additional staff members will dismiss students from the cafeteria to the loading area 6 students at a time based on the displayed list from Pikmykid

Bus Dismissal

Classrooms will be dismissed one at a time

Students will walk single file behind their teacher to the bus loop sidewalk

Students will be instructed to maintain 6 feet of distance between them

Order - Slattery, Withrow, Bowers, Dyer (Using North Exit) Chasteen, Johnson, Beaton, Birkemeier, Kraushar, Seeger, Hickey, Schaefer, Ziegler (Using South Exit)

Lunch

Lunch will be served in the Cafeteria

Students will report to their assigned cafeteria lunch seat - those purchasing a lunch will be directed by tables to the lunch line

Distancing marks have been added for the lunch line to encourage 6 feet of distance, students will not use the pin pad for lunch codes, the cashier will use pictures on screen, students will need name tags to avoid having to say their name to the cashier until such time that the cashier has learned names

Videos will be played due to the reduced ability to interact with each other

Entrees served to students, fruits/vegetables cupped or prepackaged and spaced for easy pick up, prepackaged utensils.

Students must take any tray, cup, or package they touch

4-5 students per table - Areas will be marked on the tables

Students who pack a lunch will keep their lunch in their locker until lunch time. When they go to recess they will set it down in their assigned playground area. We will not have students place lunch bags together in one basket.

Recess

Recess will be held outside when possible. The playground area will be divided into 3 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 and students need to be vigilant about keeping their hands away from their face, eyes, nose, and mouth

Since students will potentially be closer than 6 feet away from each other, mask will be required at recess, mask break areas will be marked

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

Classroom Setup/Spacing

Classrooms will be set up to allow as much spacing as possible between students

In classrooms with individual desk, students will be placed approximately 2 feet apart - more than 2 feet of space may be possible for smaller classes

In classrooms with tables - students will remain at their assigned tables to limit contact with others students and seated to create as much space between students as possible - dividers may 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/Small Groups - Students will not gather together on a carpeted area or in small groups unless the same amount of space can be created around each student as when students are at their desk/table

Handwashing stations and sanitizer stations will be available in classrooms

Class Changes/Specials/Hallways

Master Schedule is designed to limit passing in the hallway

Students will walk in single file lines near the wall on the right side of the hallway, hands at side, 3-6 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). Library will be scheduled on the 5th day for 30 minutes with additional time between classes for cleaning. Students will maintain the same spacing as in their regular classroom.

Restroom Breaks

A schedule is created for classroom restroom breaks

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

Hand Washing/Sanitizing

Staff will teach handwashing and the use of hand sanitizer

Students will wash hands in the classroom upon entry, before lunch, and after recess.

Hand washing or the use of hand sanitizer will be used before eating, at dismissal, after restroom use, soiled hands, after sneezing, coughing, blowing nose

Water Fountains

Water fountains will be unavailable for use. Students will need to bring a water bottle from home. It can be refilled from the classroom sink.

Masks

Mask will be required of all students and staff. If you have a medical exemption from a doctor, we will need a copy of the order from the doctor's office. Students should also have a back up mask in a ziplock bag in their backpack. This is highly recommended from schools that have been Face to Face already.

Cleaning Procedures

In addition to normal cleaning:

High touch areas will be disinfected 2-3 times per day while school is in session

Door Knobs and Handles

Classroom desktops and chairs will be disinfected by students throughout the day in addition to during the lunch time and 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 students 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

Locker Visits

Students will be taught to keep distance while at their locker

To create space between students, locker visits will be completed using a six student rotation - this will create 2 lockers of space between students and only 4-5 students from the classroom at their locker at one time

Health Screenings and Procedures

Student Health Screening

Families need to check the temperature of their children before leaving for school each day.

Families will also monitor the general health of their children.

If any of your children are not feeling well or has any of the following symptoms:

Temperature

Cough

Shortness of breath for unknown reasons

Sore throat

Chills

Body aches for unknown reasons

Loss of smell

Loss of taste

Please do not send your children to school and call the school office to report the absence. We want to be able to remain face to face and your help in not sending children to school when they are not feeling well will help.

Staff Health Screening

Staff will check their temperature before leaving for school each day. Staff will also monitor the same symptoms listed above.

What is the plan for when exposure to positive cases occurs in a school building?

Parents must inform us if they know first. We will report any symptoms to the health department. The health department is the only entity that can quarantine or isolate individuals. All people are expected to follow the health department's orders. The health department contacts the individuals

who have been in direct contact and therefore need to be quarantined or isolated. *If we know that information from the Health Department, we will share with the family.

Anyone with low-to-no risk, but a possibility of exposure, will be sent a letter. This letter just lets the student(s) and family know there is a possible exposure or case at the school. We also have been updating our dashboard at our website ([COVID-19 Information](#)) under “Resources” as we are required to report this data.

If we choose to go back and cases spike (given that is what every health expert has been saying is in store for the fall and winter) do we have the individualized option to immediately go remote at any time?

No, you would commit for the quarter. However, if cases spike and there is spread in our schools, our district or building could move those students in that building or district back to remote. The Governor or health department could also require us to go online too.

Could individuals, class, grade level, building or district be closed or quarantined?

We could close classrooms, grade levels, buildings, or district for a day to 14 days or more pending what would be needed. Individuals who are quarantined or isolated by the health department MUST stay home and not come to school. We need our families to partner with us so that we can keep our classes, grade levels, buildings and the district open. Families must have a plan in place in case your child, class, grade level, school, or district is closed for any amount of time.

What happens if my child is sick and quarantined?

Contact the school. The staff will work with the student and family to make up the work. Sometimes, the student is not ill or is asymptomatic and can work from home. If not, additional time will be provided to the student. A student could not join a remote online option during this time (if in the face-to-face option) as we need to ensure the curriculum is followed and taught.

Small Group Reading Instruction/Intervention Services/Gifted Services

Small Group Reading teachers will work with students from 1 classroom in each grade K, 1, 2, 3 at a time to limit the number of student/staff contacts. Students will be escorted to and from the reading room and while in the room will maintain the same distance as in the classroom. Student work spaces will be disinfected between groups. Students will be from the same homeroom.

Students with an IEP will be grouped into 1-2 homerooms where possible. Intervention Specialists and Educational Assistants will be assigned to limit the number of student/staff contacts. 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 and maintaining the same distance as in the classroom. Students with related services will have those services provided in 1-1 or small group settings maintaining the same distancing as in other classrooms.

Students involved in the gifted program 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 and maintaining the same distance as in the classroom.

Visitors

Talawanda Schools will not allow visitors, volunteers, lunches with students, and parties.

Principals and administration will make all final decisions.

Visitors are discouraged from being in school district facilities. However, we know there will be times where a visitor will need to come for an IEP or 504 meeting.

Safety protocols such as taking temperatures will be implemented for all visitors.

Attendance- Remote Learners

Remote learning has caused us to think creatively as how to ensure that our students are ready for the next grade level. Attendance and accountability for learning are just as important during remote learning as with face-to-face instruction.

Therefore, attendance will be determined based upon attendance at synchronous learning sessions, classroom Zoom sessions, as well as work completion via Google Classroom, See-Saw or teacher-created materials sent home throughout the quarter.

1. If students do not attend synchronous Zoom sessions during the regular school day **and** do not complete the day's assignments, they will be considered absent for that school day.
2. If they do not attend synchronous Zoom sessions **or** fail to complete assignments for that school day, they will be recorded as a half day absence.

That being said, we recognize that students might fall ill or have doctor's appointments and may miss instruction. If that is the case, Talawanda families should follow regular attendance procedures: provide a parent/doctor's notes as well as hold the learner accountable for completing make-up work. If students are not completing work or participating in learning, teachers will contact parents, administrators, counselors, and social workers to work with families to develop plans for the student.

For additional guidelines, please refer to the [Talawanda School District Pandemic Plan](#). We will continually evaluate these procedures and modify them to improve safety and/or operations.

