

## **Maries R-1 Return Procedures/Guidelines (Board Approved 8/11/20)**

Please remember that the following guidelines/procedures were put in place to help with social distancing (when possible), face-to-face contact, contact tracing, and overall prevention. Also, please remember that these guidelines are considered a living document and will be continuously evaluated and updated as we go through the next school year.

As we plan for the reopening of school in the next few weeks, the school district wants parents to know that we want the reopening to go as smoothly as possible so that children can get back to school, giving students a safe place to learn. As we navigate through these unknown waters, the parents and the school **MUST** work together to continue to provide a safe and clean environment for all people that enter our school. For this reason it will be imperative that students and staff **NOT** come to school if they are sick, have COVID symptoms, or know that they have been exposed to someone who has COVID-19. Parents are asked to take an active role in prevention by checking on the health of their child on a daily basis and if they are sick, please notify the school. By doing these things and keeping students home when sick, having been exposed, or symptomatic, you will be doing your part in keeping everyone safe. Together, we can get through these troubling times and will make this year a great one.

**Attendance:** While attendance is a very important part of the educational process, Perfect Attendance incentives/awards will not be used for this school year. It is important to help control the spread of COVID-19 to remain at home if feeling ill.

### **Instruction:**

- \* Classes will begin on August 24th for Vienna students.
- \* Students attending class at RTI in Rolla, classes will begin on August 24th. Rolla Public Schools requires students attending RTI to wear masks.
- \* At this time, students will follow a normal class schedule for 8 class periods, 5 days a week.
- \* "Specials" classes (Music, Art, PE, etc.. ) will begin at this time.
- \* Within the classroom students will be spread out as much as possible to maintain social distancing. (NOTE: due to class make-up and class numbers, distancing may be easier in some classes as compared to others)
- \* K-12 PE classes will do their best to utilize outdoor spaces when possible. Locker room space/use may be modified to maintain social distancing and/or limit the number of people who enter at any given time.
- \* Should school have to be shut down or any group of students have to quarantine due to a widespread outbreak, distance learning will take effect.
- \* Normal grading practices will take place including if we have to institute distance learning
- \* Students/Parents that feel they would like to attend in a **Virtual Learning** format instead of seated may do so under the Guidelines and Expectations for Virtual Learning. Please see the [Maries R-1 Guidelines and Expectations for Virtual Learning](#) for the enrollment process.

### **Transportation:**

- \* Students are encouraged to drive, walk or get dropped off when arriving and leaving school.
- \* Social distancing on the bus will be implemented to the extent possible. (Understand that this will be Very Difficult with the typical number of students on our buses!)

- \* While on the bus, students will be seated in assigned seats and the students will need to remain seated in that assigned seat. Driver will assign seats according to bus stop/family so they sit together on the bus.
- \* Weather permitting, buses will travel with windows open to increase air flow.
- \* Students will use hand sanitizer when loading the bus.
- \* Students are encouraged to wear a mask on the bus but this will not be required immediately due to the outside temperatures still being hot when school begins..
- \* Buses will be sanitized after each route.
- \* Drivers will self-check their own temperature and will perform a self assessment before each route. Drivers will be required to wear a mask on the bus when students are within 6 feet.

**Masks:** Face masks, ***at this time***, will not be mandatory for students, however, they are highly recommended.. (*all students are asked to have one in case situations arise that warrant their use*) Students will be given a mask to utilize at school. Masks are recommended when for:

- \* Any individuals who are identified as higher risk
- \* During transportation on buses when social distancing cannot be guaranteed
- \* During large gatherings of students/staff where social distancing cannot be guaranteed
- \* At any time when a student/staff feels uncomfortable or the need to wear a mask
- \* During transitions and passing times, this includes arrival and dismissal, when in the hallways and when using restrooms.
- \* In the classroom, teachers will be able to remove their masks during large groups instruction, but will wear their masks when working in close proximity with students. Teachers will wear face masks upon their discretion, but are required when social distancing is not possible.

***Please know that masks may become required if a health crisis warrants this move.***

#### **Visitors to the School Buildings:**

- \* Visitors inside the buildings will be limited to those times that are deemed absolutely necessary.
- \* All visitors allowed in the building will be required to wear a mask and are subject to a health screening.
- \* Prior arrangement with the building principal is recommended.
- \* Parent conferences/meetings will be available through a virtual format, phone call, or other electronic means.
- \* All visitors must report to the elementary or high school office with a valid government issued identification card, and will complete a health screening upon arrival. Identification will be used to perform a background check through the Missouri Highway Patrol and nation-wide databases for sexual predators. Access inside the buildings will not be allowed without proper screening of visitors.

#### **Parents' Responsibility:**

- \* It is very important that every parent ensure that their contact information (phone numbers, cell phone numbers, email addresses, physical address, etc..) is ALWAYS up-to-date during the school year. We will ask for ALL parents to do this at the very beginning of the school year and then inform the school of any changes throughout the school year.

- \* Parents will need to sign up for our **NEW** parent communication tool (Enotes) as we move away from textcaster.

- \* As a part of the parent's responsibility to help us open safely, we ask parents to perform daily health checks on their children before sending them to school.

- \* Parents have the primary responsibility of assuring their child(ren) do not have signs/symptoms of COVID-19 OR any other illness including new-onset fever, cough or diarrhea before the child(ren) leaves for school or a school sponsored event.

If your child has a fever or is sick (or exhibits COVID symptoms), please do not send them to school as this may cause other students and staff to become ill. We want to do our very best to keep people healthy, allowing the school to remain open.

- \* **Parents/Guardians will be provided a sign off sheet stating they have read all information detailing how we will operate this school year.** We also ask that they instruct their school aged children on these procedures to help everyone navigate this school year.

### **Arriving at School:**

- \* Teachers and staff will complete a health assessment and temperature check upon arrival each day before reporting to their classroom.

- \* Parents will have the responsibility of performing a daily health screening (including temperature check) on each of their children before sending their children to school. If your child has a fever or is sick (or exhibits COVID symptoms), please do not send them to school as this may cause other students and staff to become ill. We want to do our very best to keep people healthy, allowing the school to remain open. Teachers/staff will monitor the health of students throughout the school day and school health personnel will intervene if student health is in question.

- \* For further information about screening and isolation protocols, please see the "Note to Parents: Regarding Screening and Isolation Protocols" located on the school website under the COVID-19 Tab at the top.

### **Food Service:**

- \* Breakfast will be served daily and students will be asked to leave the cafeteria as soon as they are done eating and go directly to their first hour class.

- \* ES students will go to their classrooms upon arrival (or after finishing breakfast), MS/HS students will social distance in their assigned areas.

- \* During the Elementary lunch shift grades K-2 will eat in the cafeteria and will be spaced out through the room. Grades 3-5 will be eating in their classrooms.

- \* MS/HS shifts will remain at the same times, however students will spread out every other seat and the number of students in the cafeteria will be decreased with some classes eating outside. We will attempt to rotate these groups, however this may change if we find it better to leave the groups the same.

- \* Seating chart in the cafeteria will be instituted.

- \* All proper safety guidelines will continue to be followed by food service personnel.

### **Recess/Physical Activity:**

- \* Recess will be scheduled so that the number of students outside at any given time will be limited.

- \* Students will use hand sanitizer before going outside and after returning to the building.

- \* Playground equipment will be routinely cleaned.

- \* Other playground equipment like balls, and jump ropes will be disinfected after each recess.

### **Classrooms:**

- \* Desks/Chairs will be spaced 6 ft. apart or as close to 6 ft. as possible.
  - \* Teachers will wear masks when monitoring the hallways, and working closely with students. When over 6 ft. away or when in the front of the class lecturing, the teacher may remove their mask.
  - \* Students will not share supplies
  - \* Computers will be wiped down at the end of each class period.
  - \* Frequent hand washing and sanitizing will be incorporated.
  - \* Students will be encouraged to wear masks when transitioning classes in the hallways, at lockers, etc..
- Once in the classrooms, students can remove their masks if they choose to do so.

### **Passing Periods:**

- \* Students will pass between classes as usual and mask use will be highly encouraged during these times.
- \* Students will be required to use hand sanitizer both as they leave the classroom and upon entering their next class.
- \* Some stairwells will be marked as “down” stairs and some will be “up” stairs so that face-to-face contact can be somewhat reduced.

### **Restrooms:**

- \* At the elementary level, bathroom breaks will be a class at a time.
- \* The number of students allowed in the restroom at one time will be limited to 4.
- \* Proper handwashing for all grades will be emphasized.

### **Student and Staff Health:**

- \* Masks are encouraged to be worn when social distancing is not guaranteed or possible.
- \* Parents will be an important part in helping keep our students and staff safe and healthy. We ask that parents help out by following our guidelines and monitoring/screening the health of their children before sending them to school.
- \* Further guidance on health related matters can be found on our website.
- \* Students who go to the nurse's office will be required to wear a mask.
- \* Students are required to have immunizations up-to-date before attending class. Students in grades 8 & 12 are required to have an additional immunization before the first day of school. Letters have been sent to those families as a reminder. *Students in grades 8 & 12 that are NOT up-to-date on immunizations on the first day will be sent home.*

### **Athletics/Student Activities:**

- \* Temperatures will be checked before each contest, before any athlete/student will be allowed to participate.
- \* Students/Staff will be required to wear a mask on the bus when being transported to an event/competition.
- \* Close communication between competing schools will take place before each contest to help ensure the safety of our students/staff/community. PLEASE KEEP IN MIND: this could change very quickly, a school could contact us as we are getting ready to leave a contest that they have a positive case and the contest will be cancelled or postponed. PLEASE BE SURE TO KEEP ALL CONTACT INFORMATION UPDATED.

- \* We will strongly encourage, at this time, that our fans sit on one side of the ballpark/gym/area and not socialize with the opposing fans.
- \* Masks will be strongly encouraged in and around all concession areas and at all inside events/games.
- \* Students participating in any extracurricular activities will be required to sign a Participation COVID-19 Waiver.

### **General Information:**

- \* Refillable water bottles will be the only way to access water. We are in the process of replacing all water fountains with bottle filling stations. This will be done as soon as possible. Machines are on order and will be installed as soon as they arrive. While we do have a few stations already installed, it is recommended to send water with your student each day.
- \* Custodial services will be sanitizing throughout the school day, as well as their general cleaning each evening to help stop the spread of COVID-19 to the best of our ability.
- \* In the event there is a positive case, the Phelps/Maries County Health Department will assume control of that situation. They will be in charge of contacting those people that need to be contacted. THIS WILL NOT COME FROM THE SCHOOL DISTRICT. Depending on the situation, school may only close for a day for further cleaning or possibly for a longer period of time. Should a widespread outbreak occur, Distance Learning could take effect.

### **Other Preventative Measures being put in place: (some of this may be redundant)**

#### **Cleaning/Disinfecting Measures:**

- Each school bus will be disinfected after the morning route.
- Classrooms will be disinfected each night and throughout the school day.
- Commonly touched surfaces will be disinfected nightly and/or multiple times during the school day.
- Removing alternative student seating that cannot be disinfected/cleaned properly

#### **Personnel Hygiene Measures**

- Frequent (scheduled) hand washing with students
- Hand sanitizer dispensers in each classroom and throughout buildings
- Replacing water fountains with Bottle Filling Stations/Fountains (no-touch)

#### **Social Distancing Measures**

- Limiting the number of students allowed at one time in certain areas
- One-way stairs in the High School to limit face-to-face contact
- Removing unnecessary furniture from classrooms to allow more room for spacing students out
- Staggering and Scheduling lunch times/places to reduce the number of students in the cafeteria at one time.

The District may add further information to this document throughout the school year. To the best of our ability, we will try to send out notification of any changes through social media and alerts through Enotes (our NEW communication tool) that a change has been made. Please understand that dealing with COVID-19 is a very fluid situation and changes almost daily. The safety of our student and staff is our #1 priority. Should you have any questions please do not hesitate to contact your Building Principal or District Administrator and we will do our very best to answer your question.

### **Other “Back-to-School” Information:**

#### **First Day Visitors:**

- \* Just like any other day, visitors to the building on the first day will be limited.
- \* We will allow Pre-K and Kindergarten students' parents in the building to drop their child off in the classroom (time will be limited to no more than 5 min).
- \* All visitors will have a health/visitor screening before entering and will be required to wear a mask.(please bring one with you)
- \* Parents that need to drop off student medications, that have not done so before the first day, will be allowed to do so with the same guidelines above.
- \* Parents need to be prepared to wait if there are other people ahead of them. We will be following the precautionary steps listed above.

#### **Open House:**

- August 20, 2020, from 2:00-7:00 p.m.
- This year we have extended the scheduled time for Open House in an attempt to spread out the number of people in the buildings at any given time. We are also asking families to limit the number of attendees to the lowest number possible and to leave as soon as they have finished meeting their teachers.
- We want to allow parents to meet their child's teacher/s but we also want to try to keep the crowd as small as possible at one time.
- We also ask that all families leave the school before the scheduled end time, 7:00 pm, to allow our custodial staff to clean and disinfect before the next morning.

#### **Orientations:**

- Middle School (6th Grade) Orientation - a video will be published to social media and the school website on August 13th.
- High School (9th Grade) Orientation - a video will be published to social media and the school website on August 13th.

#### **Schedule Changes:**

- All high school student schedule change requests must be submitted to Mrs. Martin via email, nmartin@viennaeagles.org, or by a phone conference, 422-3363. Schedule change requests will be accepted from August 12-19.

*After reading these guidelines, we ask that all parents sign that they have read the reopening plan. To sign that you have read them, please follow the link by clicking [HERE](#).*