



Jasper R-V Procedures For Return to School 2020-2021

Revised 07-23-2020

District Definition of Exposure:

Close contact of less than 6 feet for more than 15 minutes to a person who has COVID-19 symptoms or a person who has tested positive for COVID-19.

Bus Procedures:

- *Load back to front--assigned seats, starting from the back.
- *Family groups seated together.
- *If room on route, skip seats as possible.
- *Busses are wiped down at end of day and after each route or trip.
- *Bus riders are to face forward, feet on the ground, hands to themselves.
- *Bus cameras will be utilized to ensure safe and orderly transport of students.
- * Students will not depart busses before 7:45 am.
- *Bus loading and off loading will be behind Tabler Gymnasium for the 2020-21 school year.

Before school:

- *No unnecessary visitors will be allowed in any school building. Most visitors will need an appointment and will need to maintain social distance and any other protocols put into place by the district or a local health department.
- * No students will be allowed in any school building prior to 7:45 am unless prior arrangements have been made with a supervising teacher. These types of arrangements should be kept to a minimum.
- *There will be one choice for breakfast.
- *All teachers are responsible for maintaining a spreadsheet for first hour class rosters to note who takes a breakfast. This will be shared with your building secretary who will communicate counts to OPPA! and accurately provide for billing.
- *School will no longer be providing free Grab and Go meals as it did during the initial COVID-19 hiatus and summer school. If there is a change to this from the state/federal level we will communicate that information asap.
- *Students may take a Grab and Go breakfast to classrooms at 7:45 am (JH/HS go to first hour for breakfast). There will be no accommodations made to lose instructional time for eating

breakfast or lunch. If students want to eat breakfast at school, they need to plan accordingly but once school starts, breakfast is over.

*All teachers will be on duty in classrooms and halls at 7:45 am. Plan accordingly.

*Teach and encourage good hand sanitizing by frequent hand washing and the proper use of hand sanitizer. Teach and encourage students NOT to touch their face or eyes. Teach and encourage students to keep track of their own mask, using the lanyard provided to all students for this purpose.

*Bag up breakfast trash in trash bags provided to you, tie up and set outside door, or if convenient, place in the large, round trash cans located in the halls. Custodial staff will be by to pick up trash as quickly as possible. 4-5 more round cans have been purchased for the HS/JH hallways and additional dumpsters to increase capacity have also been ordered.

Cafeteria/Lunch:

*There will be one choice of a hot lunch daily. This menu will be advertised in advance. If the menu for the day is not to the child's liking, a lunch from home can be provided. There will be no provision added for heating or keeping food cold.

*Teachers will maintain a spreadsheet for lunch class rosters, much like they have for breakfast, to note who takes a school lunch. This will be shared with the building secretary who will enter into communicate with OPPA! for counts and appropriate billing.

*Lunch will be delivered to rooms--elementary will eat in classrooms of their homeroom teacher. JH/HS students will go to their assigned RTI Room (JH eat first and then RTI/ HS RTI then eat lunch).

*Teachers will bag up lunch trash in trash bags provided to you, tie it up and set outside door, or if convenient, place in the large, round trash cans located in the halls. Custodial staff will be by to pick up trash as quickly as possible.

* Mr. Roth, Mrs. Adams, para professionals and administrators will be available to help assist teachers who need to warm their food, use the restroom, etc.

*Mr. Roth, Mrs. Adams, and administrators will be available to help monitor the number of students using restrooms at one time.

*Teachers will send students to the restroom using a hall pass and no more than one at a time.

Classroom Procedures:

*No community supplies (scissors, pencils, etc.) Each elementary student should have a basket/box to hold their own supplies.

*No elementary students rotating class--teachers will switch rooms, but students stay at their own tables/desks.

*JH/HS students will rotate to classrooms according to their class schedule. Between classes, teachers must spray and wipe down each flat surface, door handles inside and outside, and any common surfaces (calculators, keyboard, ect.)

*Teach and encourage good hand sanitizing by frequent hand washing and the proper use of hand sanitizer. Teach and encourage students NOT to touch their face or eyes. Teach and encourage students to keep track of their own mask, using the lanyard provided to all students for this purpose.

*Elementary teachers wipe down surfaces at lunch, after students leave for specials and at the end of day.

*Specials teachers will not be responsible for accompanying their classes both to and from the regular classroom as they have after class responsibilities for sanitizing equipment, flat surfaces and commonly touched areas before the next class arrives. Work with the building principal to facilitate a schedule that is in the best interest of both teachers. Be flexible.

*All classrooms will have a spray bottle of sanitizer along with district provided cleaning rags. Rags will be collected by the custodial staff each night and clean ones left in the room. Custodial staff will ensure bottles of sanitizer remain full. Custodial staff will also deep clean rooms each evening.

*Social distancing guidelines should be maintained as much as possible. If students cannot maintain social distancing for more than 15 minutes then a mask should be required. Mask wearing will be encouraged, but if it is for less than a 15 minutes contact period, then it is not required.

(For example, if you work with a small group at a table for 15 minutes, then ask students to wear masks. When they return to other seating, they can take them off)

*Students may only use their personal chrome books--no borrowing from other teachers or other students.

*Students should not be out and about going to other classrooms during class hours--they STAY in their own room. Hallway traffic should be nearly nonexistent during class times.

*Access to the counselors will be on an appointment basis. A request to see the counselor may be made via school email and counseling staff will pull students as necessary. No "at will" visits to the counselors unless a true emergency.

*Eagle Hour--No gym privilege for now. First quarter, students will stay in their assigned Eagle Hour classroom.

*Recess--only with your grade level/rotate every other day with duty.

Afterschool:

*Busses will load and depart from behind Tabler Gymnasium. This is a change for 2020-21.

*Elementary students load buses at 3:27 pm; JH/HS bus riders load busses at 3:35 pm.

*Parent Pick-ups from both buildings--will be called after all busses have *cleared* (3:40-3:45 pm).

*Athletes will be released with the rest of the walkers, parent pickups and drivers at 3:40-3:45 pm, no sooner as there will not be supervision available in either gym before this time.

*Parent pick up will be in the parking across the street from the Elementary. Parents are strongly encouraged to wait in their vehicle until school personnel escort students across the street using the crosswalk and crossing guards. Parents who escort their children on the walk to or from the vehicle or home will be strongly encouraged to stay on the south side of Mercer, allowing their child(ren) to cross with the crossing guards at the designated cross walk. This applies to JH/HS students who walk or are parent pick up/drop off.

*High School drivers will exit the HS parking lot on the east side of the campus in a safe and orderly manner no earlier than when the last buses have cleared and walkers, parent pickups and drivers are dismissed via the intercom 3:40-3:35 pm.

*K-6 after school tutoring will continue on a Tuesday/Thursday schedule. Tutoring will conclude at 4:45 pm.

*JH/HS After School Detention may still be scheduled. Detention will conclude at 4:45 pm.

Hallways/Passing Periods:

*Masks are not REQUIRED, but encouraged. As long as the passing periods are less than 15 minutes, masks are not required.

*Bathroom monitors will be in place to help encourage quick visits and quick return to class.

* JH/HS students in the hallways will be required to have a hall pass. These passes should be kept to a bare minimum.

Back to School Open House:

* Elementary teachers will schedule times for teachers to meet with parents one on one at any time prior to school starting. In some cases, telephone and/or electronic methods of communicating with parents may be acceptable. Contact your building principal for guidance.

*Parents/students coming to their scheduled meeting will use outside doors for east facing rooms and those with classrooms off the west hallway will use the main entrance to help maintain social distancing for these meetings. Teachers will communicate those instructions when they schedule the meeting.

* Elementary parents/students will bring school supplies at this time.

*7th graders will come in for Boot Camp on Aug 12. Four Core subject teachers will meet with students on a rotating schedule. Full schedule TBD closer to time.

*8-12th graders come in for registration on an extended schedule, August 13-14. Times TBD.

*Freshmen parent meeting will be Thursday evening, Aug. 14 in Godfrey Activity Center. Time TBD.

*JH/HS parent questions may be directed to the building secretary/principal/counselor via email or phone calls.

*There will be no Fall Sports Kickoff. Football Jamboree has been cancelled. Volleyball Jamboree is pending.

Length and Duration of these procedures:

Rest assured, the district administrative team wants to be able to return to a more normal routine as quickly as possible. It is the intent of the district to relax these procedures as soon as best practice indicates it's safe to do so. We monitor documents everyday to make real time decisions that will help us keep our staff, students and their families as safe as possible during these unprecedented times.

