

Our goal as a district is to keep our students and staff safe. During this time of COVID, we will do everything in our power to keep everyone as safe as possible. Our goal is to follow the 6 feet of distance as much as possible. However, we know there will be times when we can't like on the bus and in hallways during transitions. We will use the 6 feet guidance whenever possible. We have taken some proactive steps during the summer of 2020 to prepare for the students and staff to return in order to promote a safe environment. Include in our measures are:

- Purchasing sanitizing machines that will be used daily in the buildings and on our buses.
- Spacing out all lockers at the JH/HS. There will be two empty lockers between all students so they can spread out and not be congested in the hallways.
- There will not be a morning meeting in the cafeteria at the JH/HS like past years. Instead, we are currently working on how to stream this into the classrooms so everyone is still part of the morning meeting but again, we are spaced out
- Purchasing touchless systems for our toilets and sinks in the restrooms.
- Installing hand sanitizer dispensers at all entrances to the buildings along with the exits to the restrooms and in classrooms
- The district is purchasing two masks for every student and staff member.
- Create larger clinics at both buildings to allow for students with potential COVID to be placed in one clinic while your 'typical' sick student can be placed in a different clinic away from them
- Rearranging schedules to keep smaller numbers of students in classes throughout the day
- Purchasing touchless thermometers that will be used each morning as students arrive
- Reconfiguring how we do recess at KT to allow students more space to spread out across the grassy areas

Parent Responsibilities:

- You will need to self assess your student(s) each morning. If your child has any of the following symptoms, you MUST keep them at home.
 - Persistent cough
 - Shortness of breath
 - Chills/shaking with chills
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Muscle pain
 - Fever of 100 or greater
- When filling out your forms this year we MUST have the best phone number and email for you. Things may change quickly and we need to be able to reach ALL families.
- Notify the school immediately if your child tests positive for COVID and keep them home-you will get a note from the hospital/clinic where you are tested to share with us

- Keep your child at home if anyone in your home tests positive for COVID and notify the school immediately
- Send your child with a mask each day to school *some students will not wear masks, see the mask section below
- Water bottles will be permitted in the buildings and are encouraged. We ask that you write your child's name on the water bottle for ease of identification. Water bottles may be disposable or reusable. Students will be permitted to refill these throughout the day

Logistics:

Buses:

- After students are checked at home, proceed to the bus stop. If your child is at a multi family bus stop, we ask that you practice social distancing at the bus stop. While there will be no one from the school at the stop to enforce this, it is encouraged
- We will have no more than 2 students to a seat on the buses
- Students must wear masks on the bus as we cannot adhere to the 6 foot social distance that is required.
- Bus drivers and bus aides will be wearing masks on the bus at all times
- When weather conditions permit, windows will be open to allow for air circulation on the bus.
- Students will fill the bus from the back to the front in the mornings and sit no more than 2 students to a seat. After the first week, and we know exactly who is riding the bus, students will be assigned seats
- In the afternoons, students will sit according to their drop off location with those dropped off first in the front and moving to the students dropped off last in the back. Again, after the first week, students will be assigned seats (which could be different than their morning seat)
- Buses will be disinfected after each run in the AM and PM.
- Student temperatures will be checked by a staff member before entering the building. If the student has a temperature 100 or greater, a parent/guardian will be called to come pick them up.

Car Riders/drivers:

- After students are checked at home, proceed in your car to the building.
- We have installed a bus lane at KT. Please stay out of the bus lane and proceed to the car rider drop off/pick up located at the north end of the building/parking lot
- At the JH/HS, students will be dropped off on Main Street on the west side of the building
- For students at the HS that drive, they should park in the student parking lot located on the north side of the building
- A staff member will check your child's temperature. If the student has a temperature 100 or greater, you will have to take them back home with you

Walkers:

- After students are checked at home, proceed to the building
- A staff member will check your temperature before entering the building. If the student has a temperature 100 or greater, a parent/guardian will be called to come pick them up.

Staff:

- Staff will do a self assessment at home before leaving to come to work. Temperatures will be checked upon entering the building. If a staff member has a temperature of 100 or greater, they will be asked to leave the building for the day.

Masks:

- As stated above, 2 masks will be provided for every staff member and student in the district. These masks are cloth and are washable and should be cleaned regularly.
- Staff will be required to wear masks in the buildings at all times per the governors order. If a staff member is alone in their room during their planning time or eating lunch, they may remove their mask
- If a child has a medical condition where they cannot wear a mask, you should get a note from your child's doctor stating the reason and submitting it to the school as soon as possible. Students will be required to wear a mask until we receive a note from the doctor.
- All students will be required to wear masks on the buses
- All students will be required to wear masks entering and exiting the buildings
- All students will be required to wear masks when transitioning in the hallways
- In classrooms, we have spaced students apart to be consistent with social distancing rules and masks will be able to be removed. This does not apply if teachers/staff put them into groups where they will be in close proximity to each other. In these instances, students will be required to wear masks. Even though students may remove their masks, staff may not when students are present.

Meals: **still working on

- Students will be spread out across the cafeteria in addition to other rooms in the buildings (JH/HS: Hangar and Room 135, KT: Gym and Library).
- Masks will not be required during lunch time

Recess: KT only ** still working on

- Recess will look different this year.
- Students will be permitted to use the open grassy area for recess.
- Classes will be assigned what day(s) they are allowed to use the equipment
- The district will provide equipment for students to utilize at recess like jump ropes, hula hoops, basketballs, kickballs, etc that students can use individually.

Learning:

Our goal is to have our students back in the buildings with us in August. However, we know some families may not be comfortable with that option. We will have options for our families/students to choose from. The first day of school for students will be Monday August 31st for all online students and families with the last names A-K. Students with the last name of L-Z will have Tuesday September 1st as their first day.

Option 1: Students in the buildings

- If you select this option, your child will be in our buildings every other day for the month of September.
- We will have teachers rotate whenever possible instead of students
- At the JH/HS, we will keep down on the traffic in the hallways by either extended class changes or staggered dismissals (this is still being finalized)
- At KT, students will be graded using standards based grades. At the JH/HS, students will be graded using the A-F system.
- Students will be assigned seats while in classrooms. This has been requested of us by the Portage County Health Department in the event someone tests positive for COVID, we can quickly trace who was exposed to them. ***Please note, exposure is defined as contact with a person who has tested positive. To be exposed you must have been with that person for at least 10 minutes, being less than 6 feet from them, without wearing masks. Teachers will turn in a copy of their seating charts to their building principal after the first week of class. If students change seats throughout the year, the teacher will give their principal the updated chart as well.

Group A (Black Group: Last Names A-K): Starts August 31st

Group B (Gold Group: Last Names L-Z): Starts September 1st

Monday	Tuesday	Wednesday	Thursday	Friday
8/24-staff only	8/25-staff only	8/26-staff only	8/27-staff only	8/28-staff only
8/31	9/1	9/2	9/3	9/4
9/7: NO School	9/8	9/9	9/10	9/11
9/14	9/15	9/16	9/17	9/18
9/21	9/22	9/23	9/24	9/25
9/28	9/29	9/30	10/1	10/2

All students who selected the in person model would then report to school on October 5th every day going forward. If there is a concern about putting all students together everyday due to current numbers, the district may extend the every other day option longer.

Option 2: Students online

- If you select this option, your child will be on a computer each day for their learning. They will still be considered a Windham student and can attend school sponsored events
- Please note, this IS NOT the same online school we did in the spring. Your child will have a full load of classes and expect to be on their computer 5 days a week for about 6 hours each day.
- All students using this option will be graded using the A-F system

*All of this could change if we are forced to close by the governor or county health department due to an outbreak. If we are closed, all learning would transfer to online learning with Windham teachers delivering the learning online. Students who selected the online model from the beginning would continue with the teachers they've had all along.

*All students-with the exception of preschool, will be assigned a chromebook at the beginning of the year. The students will be responsible for the care of this chromebook and responsible for damages if they occur. If there is a problem with the student chromebook, they should notify the school immediately.

Parent Responsibility:

As parents, we ask that you talk with your child about the options and select the one that is best for you. You will be asked to notify the school by August 7th with your decision. If we do not hear from you by August 7th, your child WILL be placed into option 1-in the building. When you make this decision, you are making a decision for a minimum of the first semester. You cannot choose one option then decide a week or two later you or your child wants to switch. We cannot have students moving back and forth between the two. When you decide, your child will stay in that option until the end of the first semester which is January 15, 2021. We will send out another notification in December of 2020 for parents to look at the second semester and determine if they want to stay in the same option or switch.

Technology:

- The district purchased an additional 240 chromebooks this summer for students. Students will be assigned a chromebook the first day of school and will keep it all year.
- The district is installing two outdoor hotspots in the district. The first one is located on the outside of KT. The second is located on the back side of the JH/HS next to the stadium. In the event students do not have access to wifi at home, students will still be able to access the school wifi from the parking lots/outdoor areas at the buildings.
- In addition, the district has purchased wifi hotspots that can be loaned to families in the event you can't come to the buildings and don't have home internet access. We do not

want lack of internet connection to be a barrier for our students learning. We will work with you to help make your students successful!

Visitors/Volunteers:

Due to the ongoing concerns of spreading the virus, visitors will not be allowed in the buildings this year. While we love having visitors and volunteers in the buildings and classrooms, we must do what we can to limit the exposure to our staff and students.

- If your child forgets something at home, first determine if they really need it. If they do, we will have a cart outside each building with pens and post it notes. Please write your child's name and teacher (KT) or grade (JH/HS) on a post it note and stick it to the item. Staff will check the cart periodically during the day and deliver the item to your student.
- Lunch will NOT be able to be brought in this year unless it is a lunch box that a student forgot. Bringing your student a fast food lunch from a restaurant will not be permitted. Please note that forgotten lunch boxes will also be placed on the carts outside the buildings.
- Parents will not be allowed in classrooms this year due to the pandemic. Parents will be allowed into the office/clinic area if necessary but no further.
- If you are dropping off/picking up your child from school outside the typical start and end times, you will ring the bell, let the secretary know who you are and who you are dropping off/picking up. The secretary will then unlock the door for you to send your child in/pick up your child that is being sent out.

Sports/Extracurriculars:

- We are following the guidelines set forth by the CDC (Center for Disease Control) and OHSAA (Ohio High School Athletic Association) for all sports. Coaches have been given the protocols for practices and games and will be sharing those with parents.
- Clubs and extracurricular activities like marching band, quiz bowl, NHS will also follow the CDC guidelines which have been shared with the advisors
- If the district moves to a level 3- red or 4- purple, the district will notify families via a blast call if sports/clubs can continue or not
- If a parent is needed as a chaperone at an event, they must follow all guidelines for staff including wearing a mask and self checking their symptoms before coming to the building.
- At this time, we will not be taking any field trips other than sports. We will reevaluate this plan at the end of each 9 weeks

