



OCTOBER 20TH RETURN TO SCHOOL- THS

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 while on campus.
- **Screen:** Parents/students need to check daily temperatures before coming in the building, and do symptom checks for those working/entering building.

We 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.

ARRIVAL TO SCHOOL

Doors to the school will not open until 7:30. This will help limit students congregating, and encourage social distancing. We know this is a new procedure. Please plan accordingly. School starts at 7:45.

Parents/Guardians may not enter the building in order to limit the number of people in the building.

Students Who Drive or are Dropped Off

- Students will enter the Main Entrance, PAC Events Entrance, and Cafeteria Doors at 7:30.
- **Students should not congregate in cars prior to entering the building**
- Doors will be propped open and monitored by staff members to reduce touch.
- Students will report directly to first period.
- There will be no congregating in the hall or any common area.

Bus Drop Off

- Students need to enter the doors by the Media Center and center stairwell, the door at the end of the 100 hall, and the door at the end of the 200 hall.
- Upon entering the building students will go immediately to their first period class.
- Doors will be propped open and monitored by staff members to reduce touch.

Students Who Eat Breakfast at School

- Students who eat breakfast will get their breakfast and sit in one of the chairs spaced out in the cafeteria and will be dismissed in time to make it to first period.
- Only students eating breakfast will be allowed in the cafeteria.

Student Lockers

- Students will not be using lockers until further notice.
- Students will be permitted to carry their backpacks all day.

BREAKFAST

- Students will maintain a 6 foot space while in line for food pick-up to maintain Social Distancing while in line.
- Prepackaged breakfast choices will be provided.
- Students will be required to wear masks at all times except while actively eating in the cafeteria.
- No food or drink other than water bottles will be allowed in the classrooms.

DISMISSAL

All students will leave the building immediately at the end of the school day. No students will be permitted to remain in the building/cafeteria after dismissal. Parents/Guardians may not enter the building to limit the number of people in the building.

Student Athletes

- Student athletes must report immediately to their practice area.
- Student athletes will no longer be allowed to congregate in the cafeteria after school.

Students who Drive

- Students who drive to school or ride with a family member will exit the main entrance, the event entrance or the cafeteria doors.

Car Pick Up

- Students who are being picked up by a parent or guardian will exit out the main entrance doors to the vehicle picking them up.
- Students will not congregate in groups while waiting for their ride to pick them up.
- Social distancing and mask wearing is mandatory.

Bus Dismissal

- Upon dismissal, all students who ride a bus will exit immediately to their bus pickup location.
- There will be no congregating in and around the school after the bell.

LUNCH

- Lunch will be served in the cafeteria, as well as in the gym to accommodate social distancing.
- Students will get to choose where they sit, but then after day 2 they will need to be assigned that seat to sit in every day. This is necessary to aid us in contact tracing with Covid.
- Students will report to their assigned cafeteria lunch seat - those purchasing a lunch will be dismissed by tables to the lunch line.
- Social Distancing of 6 feet will be enforced while in line for lunch.
- Students will not use the pin pad for lunch codes, ID cards will be distributed to students, and those cards will be scanned for their lunches.
- Microwaves **WILL NOT** be available to use during lunch.

STUDENTS WHO NEED TO SEE THEIR COUNSELOR/ADMINISTRATOR

- Students can email their School Counselor, School Psychologist, Social Worker or Administrator directly to establish a time to meet or discuss any school-related issues that can be handled electronically (without f2f contact).
- Students can book a time directly with their School Counselor using the scheduling link located at the bottom of their email signature. These links are also found on their Virtual Office. These meetings can be f2f or conducted via Zoom as the issue/topic permits.
- Students, with teacher permission, can sign out to see School Counseling personne or Administrator using the QR code located at the exit of each classroom. When possible, School Counselors, the School Psychologist,

Administrator and the Social Worker will attempt to keep these f2f meetings to less than 15 minutes in length. We recognize that this may not always be possible depending on the issue being addressed.

CLASSROOM SETUP/SPACING

- Classrooms will be set up to allow as much spacing as possible between students.
- Seating charts MUST be used in all classrooms.
- No food or drink (other than water bottles) will be permitted in classrooms.
- Students will receive a clear, tri-fold barrier to carry with them from class to class.
- Students will take a paper towel upon entering a classroom. They will keep it during the class, and at the end of class, the teacher will walk around and spray a cleaner on the paper towel. The student will then wipe down the desk and discard the paper towel on their way out of the classroom.
- Students will need to have their own materials - There will be no sharing of materials.
- Sanitizer stations will be available in all classrooms and common areas.

CLASS CHANGES/HALLWAYS

- Master Schedule is designed to limit passing in the hallway
- The rotunda will be used as a roundabout.
- There will be no congregating in the hallway.

RESTROOM BREAKS

- No congregating in the restrooms will be permitted. This is an effort to keep students socially distant and mitigate risk of exposure.
- Restroom breaks during class time will be on a schedule to minimize grouping.
 - ELA and Math will have restroom breaks during the first half of class.
 - Science and Social Studies will have restroom breaks the second half of class.
 - Electives will have a break near the middle of the period.
- Restroom breaks during class change will be discouraged.

HAND WASHING/SANITIZING

Every classroom and common areas have all been equipped with hand sanitizer dispensers.

MASKS

Masks will be required of all students and staff.

WATER FOUNTAINS

Only bottle-filler components of water fountains will be available for use.

CLEANING PROCEDURES

In addition to normal cleaning:

- High touch areas will be disinfected 2-3 times per day while school is in session
- Classroom desks will be disinfected by students throughout the day

SUPPLIES/MATERIALS

- Sharing of supplies/materials should be strictly limited.
- If it is necessary for supplies/materials to be used by multiple students they should be disinfected whenever possible between each use

LOCKER VISITS

Students will not be using their lockers

HEALTH SCREENING

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. 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 also self-monitor the same symptoms listed above.

VISITORS

Talawanda School District 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.

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.

BELL SCHEDULE

THS 2020-2021 BELL SCHEDULE					
PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	7:45 - 8:29	7:45 - 8:29	Remote learning	7:45 - 8:29	7:45 - 8:29
2	8:33 - 9:17	8:33 - 9:17		8:33 - 9:17	8:33 - 9:17
3	9:21 - 10:06	9:21 - 10:06		9:21 - 10:06	9:21 - 10:06
4	10:10 - 10:54	10:10 - 10:54		10:10 - 10:54	10:10 - 10:54
5A	10:58 - 11:28	10:58 - 11:28		10:58 - 11:28	10:58 - 11:28
5B	11:33 - 12:03	11:33 - 12:03		11:33 - 12:03	11:33 - 12:03
5C	12:08 - 12:38	12:08 - 12:38		12:08 - 12:38	12:08 - 12:38
5D	12:43 - 1:13	12:43 - 1:13		12:43 - 1:13	12:43 - 1:13
6	1:17 - 2:01	1:17 - 2:01		1:17 - 2:01	1:17 - 2:01

7	2:05 - 2:50	2:05 - 2:50		2:05 - 2:50	2:05 - 2:50
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[THS REMOTE LEARNING HANDBOOK](#)