

OSSIAN ELEMENTARY



20-21 CONTINUING EDUCATION GUIDANCE DOCUMENT

SAFE SCHOOL RECOMMENDATIONS FOR OSSIAN ELEMENTARY

Ossian Elementary strives to provide a safe and healthy learning environment for all students and staff as our building reopens for the 2020-2021 school year. In order to provide a such an environment, changes to the traditional school structure are necessary – these changes will impact most if not all OES students, families, faculty, staff, as well as local community members as they interact with our school and school personnel. After discussions with NWCS faculty and staff, parents, and members of the NWCS Reentry Taskforce and considering the guidance from the IDOE, the state of Indiana, and both state and local health departments, the precautionary measures, adjustments, and safety protocols contained in this document will be implemented as we start the 20-21 school year. As a part of the larger NWCS community, OES will continue to collaborate, share information, and review plans with the Wells County Health Department to help protect the whole school community.

GENERAL PREVENTATIVE MEASURES

The priority for preventing the spread of disease in the school setting is to insist that unwell persons stay home. Additionally, students and non-students should remain home if someone in their households has COVID-19 symptoms or is being tested for COVID-19 (for an amount of time described in the NWCS Reopening plan). Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. Knowing that it is likely that some infected, yet non-symptomatic, students or non-students may be present at school, the three most important mitigation strategies are 1) social distancing, 2) frequent handwashing, and 3) appropriate use of personal protective equipment, including masks.

Handwashing and avoiding touching one's face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. NWCS will continuously reinforce the importance of students and non-students to wash their hands often, using soap and water. In situations where soap and water are not readily available, NWCS will provide hand sanitizer.

Staff members will reinforce healthy habits regarding handwashing, especially in key situations that include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

"Drink from the fountain" water fountains will not be utilized until further notice. NWCS will provide water bottle refilling stations for students and non-students to use as they deem appropriate.

PERSONAL PROTECTIVE EQUIPMENT

Per Governor Eric Holcomb's executive order, all students and non-students (including staff) will be required to wear masks while at OES when appropriate social distancing is not feasible. Masks may be factory-made, sewn by hand, or improvised from household items such as scarfs or bandanas. Plastic face shields that effectively covers the mouth and nose may also be worn. Exceptions may be made for students/staff members with medical issues, during strenuous physical activity, and when eating and drinking. Doctor's notes detailing the specific nature of a student's/staff member's medical issues must be presented in applicable cases. Students who refuse to wear masks at school may be moved to long-term remote learning.

CLINIC

- Nurse will establish a space for students/non-students who are exhibiting COVID-19 symptoms. This person will be directed to wear a mask or cloth face covering while waiting.
- Parent will be notified to pick up child. Parent will be required to wear a mask.
- Nurse will keep record of clinic visits

REMOTE LEARNING (SHORT TERM)

It is recommended that students engaged in short-term remote learning (i.e. remote learning due to individual or group quarantine protocols or short-term school closures) continue the educational process through the combined support of teachers and instructional assistants through the use of technology and online resources. NWCS may utilize remote learning during any quarantine period or short-term school closure. Remote learning is a change from traditional eLearning practices, including eLearning practices utilized by NWCS staff members during the 2019-20 school year. Due dates for assignments, coursework, projects and assessments will be due per teacher discretion. Grading scales and late work policies for remote learning will be the same as for in-school courses.

REMOTE LEARNING (LONG TERM)

It is recommended that students engaged in long-term remote learning (i.e. medically fragile students, students living with medically fragile relatives, students unable to wear a masks, etc...) continue the educational process through the combined support of teachers and instructional assistants through the use of technology and online resources. Remote learning is a change from traditional eLearning practices, including eLearning practices utilized by NWCS staff members during the 2019-20 school year.

- Students who opt for remote learning must commit to this platform on a quarterly basis. Changes will not be allowed once the quarter has started.
- Students will work with a designated eLearning teacher during this remote learning
- Instruction (video and/or live streaming) and assignments will be uploaded for student access
- Students will participate in scheduled online conferences as they are scheduled (i.e. Teams, Facetime, etc.)
- Due dates for assignments, coursework, projects and assessments will be due per teacher discretion. Due dates will be noted on assignment.
- Instruction, assignments, and assessments will be posted for core content areas. Students who opt for remote learning will not participate in special area classes (i.e. art, music, gym, library).
- Grades for remote learning will be the same as for in school courses.

- Absences for eLearning (not participating, not submitting eLearning work on time, not participating in scheduled meetings, etc.) will be recorded and treated in the same manner as traditional classroom attendance. (i.e. Excused if parent notifies school prior to 9:00 am, Doctor Excused if parent provides medical documentation, or Unexcused if school does not receive notification from parent or medical documentation.)
- Students who opt for remote learning will not be eligible to participate in NWCS extra or co-curricular activities. Additionally, special area courses and school related events will not be available to students who opt for remote learning.

REMOTE LEARNING (CLOSURE)

In the event of Extended Closure of the school year, alternative instructional plans will be implemented. Students will continue the educational process through the combined support of teachers and instructional assistants through the use of technology and online resources.

- Instruction (video and/or live streaming) and assignments will be uploaded for student access
- Students will participate in scheduled online conferences as they are scheduled (i.e. Teams, Facetime, etc.)
- Due dates for assignments, coursework, projects and assessments will be due per teacher discretion. Due dates will be noted on assignment.
- Grades for remote learning will be the same as for in school courses.
- Absences for eLearning (not participating, not submitting eLearning work on time, not participating in scheduled meetings, etc.) will be recorded and treated in the same manner as traditional classroom attendance. (i.e. Doctor Excused if parent provides medical documentation or Unexcused if school does not receive notification from parent or medical documentation.)

STUDENT ATTENDANCE

- COVID-19 student absences will be marked as illness/medical absence on days students are unable to attend school.
- If a student is not ill, but circumstances require him/her to quarantine, the student's attendance will be recorded as "Quarantine Absence" An absence due to quarantining will be considered a medically excused absence.
- Parents/students may opt for long-term eLearning in lieu of students physically attending school. Absences for eLearning (not participating and submitting eLearning work on time) will be recorded and treated in the same manner as traditional classroom attendance. (i.e. Excused if parent notifies school prior to 9:00 am, Doctor Excused if parent provides medical documentation, or Unexcused if school does not receive notification or medical documentation.)

CLASSROOM ENVIRONMENT

The following precautionary measures, adjustments, and safety protocols will be implemented in OES classrooms:

- Removal of non-essential furniture (i.e. reading corner furniture, personal furniture, additional carts/cabinets, etc.)
- Increase space between desks/tables (as much as possible)
- Increase space between students and/or staff (as much as possible) during whole and small group instruction
- Assigned seating arrangement
- Limit activities that combine classes or grade levels
- Limit sharing of high touch materials (students will have individual supplies, when possible)

- Avoid sharing electronic devices
- Increase education focused on student hygiene (i.e. handwashing, hand sanitizer, etc.)
- Increase opportunities for student hygiene (i.e. regular handwashing/sanitizing before and after using classroom supplies, centers, classroom library, etc.)
- Use of outdoor instruction
- Mild cleaning protocols by staff and/or students
- Use of larger classroom space, when possible
- Avoid overcrowding in restroom
- Handwashing/Sanitizing before and after special area classes (art, music, gym, library)
- Required masks in certain circumstances, when social distancing is not feasible, and/or when performing specific high-risk tasks as determined by administration (i.e. P.E. activities, close proximity groupwork, one-one conferencing with staff, participation in activities that do not allow for minimal social distancing, etc...) or in the prolonged presence of medically fragile staff members.
- Students that are not performing appropriately in their classes, may lose the option of remote learning.
- Students that are not performing appropriately in their classes may be placed on probation for a set number weeks to show improvement. If improvement is not made, the student may lose the option of remote learning.

COMMON AREAS: CAFÉ, PLAYGROUND, ETC.

Café

- Students will wash hands prior to breakfast and lunch
- Students will sanitize hands upon dismissal from café
- Additional tables will be arranged in multi-purpose room to provide additional seating and increased spacing
- Teachers and students will form line/waiting area through use of gym
- Increase space between students and staff while in line
- Elimination of communal access to silverware, napkins, etc.
- Multiple trash bins will be spaced throughout café & multi-purpose room

Playground

- Grade levels will be assigned a specific playground
- Students will wash hands upon coming in from recess

BEAR CARE

- Parents/students will check in by using Door 11, and using the intercom inside the double doors
- Supervisor will sign student into Bear Care at entry
- Student will sanitize hands and enter Room 36
- Student will report to specific grade level Bear Care room where supervisor will note their time of attendance/departure. Rooms will be assigned by number of students.
 - RM 36
 - RM 22/23
 - RM 14
- Breakfast and afternoon snacks will be grab-and-go bags
- Parents will enter Door 11 and buzz intercom to notify supervisors of arrival to pick up student(s)
- Parents will wait outside of Door 11 for student to exit Bear Care

- Bobcat Care will not be available if school closes due to COVID-19 and/or when directed by the Wells County Health Department
- Required masks in certain circumstances, when social distancing is not feasible, and/or when performing specific high-risk tasks as determined by administration (i.e. recess, close proximity groupwork, participation in activities that do not allow for minimal social distancing, etc...) or in the prolonged presence of medically fragile staff members.

ARRIVAL AND DISMISSAL

- Students may begin unloading cars beginning at the 8:50 first bell (Door 2)
- Busses will have a staggered time entering the building.
 - Breakfast eaters will be dismissed off bus first and enter Door 6
 - Grades 3-5 will enter Door 8
 - Grades K-2 will enter Door 6
 - Car riders will report to the Gym at the sound of the Car Rider bell at the end of the day
 - Students will sit/wait in specified numbers areas within the gym
 - Supervisors will utilize radios to communicate which students are needed for pick up
 - Students will exit Door 2 when matched with adult (via numbers)
 - Staggered bell schedule will be utilized
 - 3:20 Bear Care dismissal
 - 3:25 Car Rider dismissal
 - 3:30 Bus Rider dismissal
 - Grades 3-5 Door 8
 - Grades K-2 Door 6
 - Bus Riders will be dismissed by grade levels

VISITORS AND VOLUNTEERS

Visitors will not be permitted beyond the main office of the school building. Volunteers will be limited to only individuals providing substantial educational benefits to the students and school. A list of all approved volunteers will be maintained in the main office, as approved by administration. There will be no visitors the first 30 days.

- Visitors and volunteers will be required to wear specified PPE, including masks/face coverings.
- Visitors and volunteers include, but is not limited to, lunch visitors, guest speakers, chaperones, classroom helpers, instructional support, speech preschool drop-off, etc.

BUILDING USAGE

Non-NWCS events will not be permitted at OES. All NWCS related events must be pre-approved per the existing facility usage process.

SCHOOL EVENTS

School events will be determined by a case by case basis. Restrictions during the first 30 days of school will be made. These school events include, but are not limited to, the list below:

- Back to School Night (Purpose: Drop off school supplies)
 - Please limit congregating during this time to allow others access to needed areas.
 - Masks are required for parents, all children, and staff during this time.
 - Adjusted schedule
 - Last names A-M 5:00-5:30
 - Last names N-Z 5:30-6:00
- Field Trips
- Family Math and Literacy Night TBD
- Music Programs TBD
- Classroom Plays TBD
- Graduation Ceremonies TBD
- Book Fairs TBD
- Field Day TBD

EXTRA-CURRICULAR ACTIVITIES

In addition to the extra and co-curricular plans already approved by the NWCS board of education, the following will also be in place:

- Continued safety policies and protocols regarding extra and co-curricular activities to be monitored on an on-going basis
- Students who opt for long-term remote learning will not be eligible to participate in OES extra or co-curricular activities or other school related activities (i.e. clubs, field trips, programs, etc.)

ADDITIONAL INFORMATION

Additional information can be found in the NWCS Reopening Plan.