

Crestview Local Schools

REOPENING PLAN AGREEMENT



INTRODUCTION: After guidance and clarification based on the health and safety of our staff and students, district administration has prepared this plan to start school in the traditional, school-based learning format. After surveying parents, students, and staff, it is believed that school-based learning is the best avenue to meet the needs of students, not only in terms of an academic environment, but also in terms of social and emotional health. It is the district's intent to change the physical and operational landscape of campus buildings and facilities to provide the safest environment possible. This will include more frequent and rigorous cleaning. Additionally, specific procedures and guidelines outlined here will be followed throughout the course of a student's day to ensure that he/she is provided with the proper precautionary and safety measures. There are many challenges that remote learning presents for families and the school district alike; therefore, the transition back to a traditional school-based learning needs to be as smooth as possible. It is important to understand that even though health and safety protocols are in place before, during, and after classroom instruction, students may still incur some level of risk which cannot be prevented.

Teachers and students are asked to review, discuss, and practice remote learning while in the school-based learning format. Valuable information has been provided via surveys that have been used to revise this process should the district move in that direction again based on state guidelines.

Please see below the processes and procedures that will be incorporated into new traditional school-based learning for 2020-21.

Transportation/Arrival to School

- LatchKey Early Childhood Center Building Drop-Off (ECC Pre K-K)
 - Starting at 6:00 a.m., parents may drop their student off for Latchkey services by entering Door #3, which is located on the east side of the building where the bus drop off is located.
- LatchKey Elementary Building Drop-Off (Grades 1-6)
 - Starting at 6:00 a.m., parents may drop their student off for Latchkey services by entering door 8A which is located on the south side of the building in the newly renovated Latchkey room.
- Bus
 - Students in grades K-12 will be required to wear face coverings while on the bus unless the student has a health condition or disability documented by a licensed healthcare professional that would be exacerbated by wearing a face covering. It is strongly recommended that students in preschool wear face coverings while riding the bus.
 - Bus seats will be sanitized at the end of the route.
 - Students will load the bus from back to front to limit contact with other riders.
 - Siblings will be seated together when possible.
 - Proper etiquette will be emphasized. (not touching seats and other students, unnecessarily)
 - Bus students entering the building
 - Preschool students will enter through door #3 no earlier than 8:40 a.m.
 - Kindergarten students will enter through door #3 no earlier than 7:40 a.m.
 - Elementary students will enter door #8 no earlier than 7:40 a.m.
 - MS/HS students will enter door #5 no earlier than 7:40 a.m.

- Walkers
 - Preschool walkers will enter door #3 no earlier than 8:40 a.m.
 - Kindergarten walkers will enter through door #3 no earlier than 7:40 a.m.
 - Elementary walkers will enter door #9 no earlier than 7:40 a.m. (this includes the lobby area).
 - MS/HS walkers will enter door #3 no earlier than 7:40 a.m. (this includes the lobby area).
- Student Drop-offs
 - No parents will be allowed in the building in the morning unless there is a scheduled meeting. Meetings should be scheduled by phone or email.
 - Preschool students should not be dropped off until 8:40 a.m. or after.
 - Students in grades K-12 should not be dropped off until 7:40 a.m. or after.
 - Latchkey services are available for students in grades Preschool through 5 for parents who need to drop students off earlier than the times listed above.
- Breakfast
 - MS/HS
 - Those who eat breakfast will be permitted to enter the building at 7:40 and report to the auditoria. Students should sit at the top tier of the auditoria only, with proper social distancing. No more than four students to a table, and students should sit at the same spots daily.
 - ECC & Elementary
 - Students will eat breakfast in their classroom in their own personal space to allow for social distancing.
- Temperature/symptoms checks
 - Students/parents will be asked to perform symptoms/temperature checks daily at home. Should the superintendent move the district to a higher level of alert due to a higher COVID Risk Level, temperature checks may be conducted at school.
 - Teachers will monitor student symptoms during the school day (i.e coughing, breathing issues, etc). Should a student exhibit symptoms, he or she will be evaluated by the nurse and notification will occur if the student should be sent home. A student must be fever-free for 24 hours without fever-reducing medication before returning to school.
 - Staff members will be required to do symptoms/temperature checks.

****PLEASE NOTE-** The use of all gymnasiums will be off limits to students prior to the school day.

During the school day

- Hallway procedures
 - Upon arrival, students not eating breakfast will go to their lockers and directly to their first class to avoid congregation in the hallways.
 - Hand sanitizer stations will be positioned throughout the school building for student/staff use.
 - Students will distance themselves when possible to avoid congregating.
- Classroom Procedures
 - Teachers will distance desks/students as much as possible. Seating charts will be accurately maintained.
 - Face coverings must be worn by students in grades 3-12. Face coverings are strongly recommended for students in grades Preschool through 2.
 - Exceptions would include-
 - Lunch (both eating and participating in activities in the gym)
 - Recess
 - Physical Education classes
 - Science labs/experiments containing certain chemicals
 - Students will be given opportunities to take “mask breaks”.
 - Hand sanitizer will be accessible in classrooms.
 - Students are encouraged to bring their own water bottles to limit water fountain use. Drinking fountains can be used to refill water bottles.
 - Library books will be sanitized when returned to the library.

- Students will wash/sanitize their hands throughout the school day (during/after class, before gym/recess, before/after lunch, etc.).
- ECC/Elementary specifics-
 - Staff will clean the student work spaces throughout the day.
 - Classroom assignments will be put directly into the student's folder or mailbox, instead of being collected and passed back out.
 - No outside food or snacks will be allowed in the classroom for the purpose of sharing.
 - There will be no birthday or holiday treats brought in for parties. Birthdays and holiday parties will be celebrated with games and fun activities.
- MS/HS specifics-
 - Students will be asked to assist teachers in cleaning their student workspaces after each class period.
 - Students taking PE must have locks on their lockers and only use that locker during PE class.
 - Teachers will use electronic grading and assignment platforms when possible to avoid turning back "hard copy" papers directly to students.
- Lunchtime/Recess
 - ECC
 - Lunch boxes will be kept in the student's book bag during the day.
 - Only one grade level will be in the cafeteria at a time.
 - Students will remove face coverings when actively eating/drinking and when actively playing during recess.
 - Students will be spaced out in the cafeteria when eating lunch for social distancing.
 - Cafeteria tables will be cleaned after each class has finished their lunch.
 - Recess equipment will be sanitized (balls, playset, jump ropes, etc.)
 - Students will participate in recess with their classroom group.
 - Elementary
 - Lunch boxes will be kept in student lockers when not being utilized.
 - Students will eat lunch in their classroom in their own personal space to allow for social distancing.
 - Students will remove face coverings when actively eating/drinking and when actively playing during recess.
 - Recess equipment will be sanitized (balls, swings, equipment, etc)
 - Students will participate in recess with their classroom group/grade level group.
 - Activities during recess will be organized.
 - MS/HS-
 - Middle and high school students will utilize the elementary and middle/high school auditoria and eating times will be intentionally staggered. Students will be assigned seats to limit contact points. Students will remove face coverings when actively eating/drinking and when actively playing during recess. Throughout the ms/hs lunches, tables will be cleaned periodically via a table rotation.
 - Gym time during lunch
 - Contact sports will be limited; activities will be more organized
 - Noontime gym equipment will be wiped down daily.
 - In order to distance, both permanent bleachers and the pullout bleachers on the stage will be available for students who would like to socialize.
- Restrooms
 - Restrooms will be assigned based on grade level and/or location.
 - Restrooms will be cleaned periodically throughout the day.

- ECC/Elementary-
 - Students will be taught proper handwashing skills at school. There will also be times built into the school day when students will have to wash their hands with soap and water (before lunch, after recess, during class, etc.).

Dismissal/End of the day

- Bus
 - Students do not move up to the front prior to their drop off point.
 - Seats will be sanitized at the conclusion of the route.
 - Students will be dropped off from the front of the bus to the back of the bus.
 - Preschool students are dismissed at 1:55 p.m.
 - Kindergarten students are dismissed at 2:55 p.m.
 - Elementary/MS/HS students are dismissed at 3:00 p.m.
- Student Pickups.
 - Parents are not to come into the building to pick up students.
 - ECC
 - Kindergarten parent pick-ups will be dismissed at the entrance of the building at 3:00 p.m. Preschool parent pick-ups will be dismissed at the entrance of the building at 2:00 p.m.
 - Parents/Guardians are to stay in their vehicle and pull up under the canopy.
 - Teachers/staff will bring your child out to the car.
 - Parents/Guardians will exit around the front of the building.
 - Older siblings will be able pick up kindergarten siblings at the ECC once they are dismissed at 3:08 p.m.
 - Elementary
 - Parent pick-ups will be dismissed at 2:55 p.m.
 - Students will stand on the sidewalk in front of the elementary entrance between doors 9 and 10 by grade level. Siblings will be clustered together by the youngest sibling's grade level.
 - Parents will enter the lane closest to the side walk designated as the drop-off lane pulling up as far as possible near the stop sign. Students will be brought to vehicles.
 - Students must enter the car on the passenger side.
 - No student will be permitted to enter a car that is in the through traffic lane (left lane). The drive through lane must be open at all times.
 - Sibling and Staff Pickups
 - Elementary students who are riding home from school with an older sibling need to be picked up and signed out in the elementary gym by the older sibling. The older sibling's name should appear on the *Who May Pick Up My Child* form. These students should exit the building through door #6 and walk to the student parking lot. Pick up is from 3:06 – 3:10 p.m. Please be prompt. Students who are not picked up will be brought to the elementary office until 3:15 p.m. and then sent to the Latch Key Program. Parents will be assessed a fee for Latch Key Program services.
 - MS/HS
 - Parent pick-ups will be dismissed at 3:08 p.m. as normal.
 - Students who are picking up siblings in grades 1-5 will be dismissed to the elementary gym at 3:06 p.m.
 - Students picking up kindergarten siblings at the Early Childhood Center will be dismissed at 3:08 p.m. bell.
- Walkers/Bike Riders/Drivers
 - ECC
 - Teachers will walk the kindergarten students to the cross walk area at 3:00 p.m. to make sure they cross the street safely.

- Older siblings from the elementary/middle school/high school can meet their kindergarten sibling at the corner of Tully and Elm streets.
 - If an older sibling is driving, he/she will need to drive over to the ECC to pick up the kindergarten sibling.
 - Elementary
 - Students walking home will be escorted by classroom teachers via the sidewalk on the east side of the building to the stoplight at the corner of Elm Street and Tully Street. Students will walk independently from this point to their homes.
 - Students who rode bikes to school will go to the library after school. Students will be escorted to the bike rack and will ride to Cherry Street.
 - MS/HS
 - Walkers/drivers will be dismissed at 3:08 p.m. and should depart the building immediately after packing up items from their lockers to avoid congregating in the building.
 - Walkers picking up kindergarten students from the ECC can do so at the corner of Tully and Elm streets. If driving, students will need to drive to the ECC for sibling pick up.
 - MS/HS Athletes
 - Student-athletes should move to practice locations after going to their lockers.
 - Student-athletes with second practice are to go home and return for their scheduled practice. Student-athletes in this situation must leave the building.
- After-school Latchkey
 - ECC (Preschool-K)
 - Students will go directly to the Latchkey area at 3:00 p.m.
 - Students will wash their hands before eating their snack.
 - Parents/guardians picking up their child should enter the building through Door #3, which is located on the east side of the building where the bus drop off is located.
 - Elementary (Grades 1-6)
 - Latchkey students will be taken from the gym to the Latchkey room at 3:00 p.m.
 - Students will wash their hands before eating their snack.
 - Parents may pick-up their student by entering door 8A which is located on the south side of the building in the newly renovated Latchkey room.

Additional Guidance Documents for Parents and Students

Van Wert County Schools Reopening Plan

- Crestview's Remote Learning Plan
- Screening, Isolation and Exclusion Protocol Related to COVID 19
- Amended School Calendar

The administration would like to thank our parents in advance for the cooperation that will be necessary for this plan to be successful in protecting the health and safety of our students and staff.

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