



Grover Hill Elementary & Payne Elementary

August 5, 2020

Wayne Trace Local Community,

As a district, we are anticipating the return of students to our respective elementaries this fall. Our administrative team has worked very closely with the Paulding County Health Department to develop and implement a re-opening plan that will provide our students with an in-person start to the 2020-2021 school year. In the plan for our elementaries, you will find the guidelines currently set. As you look over this plan, we ask that you please keep in mind that this can change in a very short period of time, and we ask that you remember that flexibility will be essential in the coming months.

While our district re-opening plan addresses a broad scope of how we will operate, our building plans included amended schedules, guidelines for students and staff, as well as additional regulations in order to make certain we provide the safest environment for all of our elementary students and staff. This guidance is custom tailored to each of our buildings and has been planned by the district administrative team, the health department, board of education, and input from other schools similar in size.

We appreciate your patience during this very challenging time. Due to the nature of the ongoing COVID-19 pandemic, the information contained in our re-opening plan may change rapidly. As always, we will do our best to keep our stakeholders up-to-date in regards to any changes. Please look for updates on our website and via our social media outlets.

Your partners in education,

Paul Jones
Payne Elementary Principal

Mark Lange
Grover Hill Elementary Principal

2020-2021 School Re-Opening Plan

On July 2, 2020, Governor Mike DeWine announced the guidelines for schools to reopen for the 2020-2021 school year. His guidelines outline five areas that must be addressed in a School Reopening Plan which include: assessing symptoms, hand washing, sanitation of facilities, Practicing social distancing, and face coverings. Our plan addresses each of those five areas in detail. The most important aspect of our reopening plan is the health and safety of everyone associated with Wayne Trace Local Schools. However, the quality of education we provide is also a vital factor in the decisions we make as we reopen our schools.

We understand some families are not as comfortable with implementing normal operations. However, as a district we are working to make certain that the guidelines that were presented by Governor DeWine are followed so that your child can be provided a safe environment in which to be educated each day.

Listed below are the ways in which we will work to follow the guidelines outlined above:

DISTRICT-WIDE INITIATIVES

Assessing Symptoms:

- All students, caregivers, and staff are asked to monitor their health before departing for school each day. Anyone showing symptoms or with a temperature over 100 is asked to stay home.
- Staff members will NOT be conducting temperature checks as students enter buildings, classrooms school buses.
- Temperature checks will only be administered if a student has already arrived at school and reports that he/she is not feeling well.
- We expect parents/guardians to administer temperature checks before sending their child/children to school each morning.
- Parents are expected to keep any child home if he/she is sick or displays any symptoms of illness. The Ohio Department of Education is currently altering attendance guidelines to make it more conducive for sick children to stay home.
- Remote learning will be an option if a child experiences an extended absence from school. More information regarding this option will be available soon.

Hand Washing:

- All students and staff will be provided time throughout the day to wash their hands.
- Extra hand-hygiene stations will be available throughout the district.
- Studies show that hand washing is the most effective way to eliminate germs; therefore, students will receive increased opportunities and promptings to wash their hands.
- Hand sanitizer will be available and its use encouraged frequently throughout the day as students change activities.
- Sharing materials among students will be eliminated whenever possible. When sharing materials is necessary, proper sanitation will take place between uses.

Sanitation of Facilities:

- All buildings, classrooms, offices and buses will receive regular cleaning and disinfecting to promote healthy environments. Frequently touched surfaces, door knobs, handrails, etc. will receive special attention.

Social Distancing

- In the school setting, social distancing for students at times may be difficult due to class sizes, space constraints, and available resources. School personnel will do their best to accommodate social distancing guidelines by extending the distance between students as much as possible.
- Interaction between classes will be reduced as much as possible.
- We are prepared to add visual aids throughout all the buildings to help students remember social distancing protocols if needed.

Face Coverings

- The Governor's guidelines and local health departments have mandated everyone to wear face coverings K-12.
- Following these guidelines, students in grades K-12 **will** wear face coverings when they are inside the school building and it is not impeding their learning experience.
- All staff are required to wear face coverings inside the school buildings. Wearing a face covering when alone in designated work spaces is up to the individual.

School Calendar

- We will NOT plan to adjust the 2020-2021 school calendar unless absolutely necessary and deemed so by public health authorities.
- The first student day will remain Wednesday, August 19, 2020.
- We **will not** be conducting our annual open house nights. They have been cancelled.

Blended / Alternative Learning Opportunities

- As a district we are not preparing for blended learning sessions or for alternating student days in the classroom. Due to the geographical size of the district and a number of high school courses containing multiple grade levels, these options are not viable for our district.
- At this time, we plan to operate with either all students on campus receiving face-to-face instruction or all students at home completing remote learning should Governor DeWine impose another Stay-at-Home order.

ELEMENTARY - SPECIFIC INITIATIVES

School Schedule

- The building master schedule has been altered as much as possible to limit the number of students in the hallways and common areas as much as possible. When this was not possible, staff will remind students to social distance.

Face Coverings

- The Governor's guidelines and local health departments have mandated everyone to wear face coverings K-12.
- Following these guidelines, students in grades K-12 **will** wear face coverings when they are inside the school building and it is not impeding their learning experience. An exemption may be granted for some students with disabilities.
- All staff are required to wear face coverings inside the school buildings. Wearing a face covering when alone in designated work spaces is up to the individual.

Seating

- Students riding busses will have assigned seats. Teachers will also assign seats in the classroom, in the specials, and at the cafeteria tables.
- Students will not be seated together in a group such as story time. They will remain in their seats to ensure social distancing.
- All seating will be assigned (alphabetical order), including in the cafeteria.

Lockers/Hallways

- For those student assigned lockers, we will be reducing the number of locker stops and staggering the locker stops for each grade level to avoid crowded areas in the hallways.
- We have changed locker assignments to socially distance as much as possible amongst students.
- We will practice and encourage social distancing during class changes for intermediate aged students as well as in high traffic areas for all students in our building.

Water Bottles

- Drinking fountains will be turned off throughout the building.
- We will allow water bottles to be used by students for drinking water throughout the day. We will have water bottle stations to fill up water.

Recess

- Our recess schedule has been adjusted as much as possible. During those times when multiple grades are on the playground together, there will be designated play areas so students from multiple grade levels are not intermingling.
- Students will practice social distancing when lining up on the playground and throughout the day when they are expected to walk in an orderly fashion.

School Entry/Dismissal

- Students who ride the bus will enter the school doors by the gymnasium and proceed to the gymnasium. If eating breakfast, students will proceed to the cafeteria.
- Students who walk or are dropped off will enter the entrance to the cafeteria. Those not eating breakfast will proceed to their homerooms.
- We plan on staggering the school dismissal time 2-3 minutes by grade level to limit high traffic areas and maintain social distancing.

Physical Education, Recess, and Visual/Performing Arts

- Health professionals agree that all individuals need physical activity and encourage increased time outdoors, when possible.
- All physical education, recess, and visual/performing arts classes (band, music, art, choir, etc.) will resume with as much distance as possible provided for all individuals.
- Physical Education will occur outside as much as possible during periods of nice weather.
- All school music programs and other, similar large audience events have been cancelled until further notice. This includes the Veteran's day program, Christmas program, and the Spring program

Lunch Procedures

- We have staggered lunch periods this coming school year as much as possible to limit the number of students eating at a given time.
- Students will be socially distance as much as possible.
- Students will be given assigned seats.
- The school lunch program will continue to be offered daily.
- As always, students are permitted to bring a packed lunch from home.
- Until further notice, our lunch periods will be closed to visitors. Parents/family members will not be able to join their children for lunch.
- We are still planning to implement our new breakfast program. Grant money was awarded to our district, and we will roll this program out as soon as possible.

Visitors and Volunteers

- All visitors will be asked to remain in their cars or outside the main entry way to the elementary office. If you need to pick your child up early, please call the school office to let us know you have arrived and where you are parked. We will dismiss your child as soon as possible. If dropping students off after school has already started, please call the office to let us know the reason for the late arrival and that your children are headed into the building.
- If your visit requires a face-to-face visit with a teacher or the principal, please call when you arrive and you will be restricted to the main office area and be asked to wear a face covering.
- Volunteers will be kept to a minimum. Any volunteers at the school on a consistent basis will be mandated to follow the same policies in place for our staff members.

Transportation

- Many of our students take advantage of our district transportation which will continue to be provided to all students in grades PK-12. We will continue to run our normal junior high/high school routes each morning and afternoon, as well as our normal elementary routes each morning and afternoon.
- Students will be sitting side-by side, and siblings will be instructed to sit together in assigned seats.
- Students will be seated based upon pick-up times. Those getting on the bus will sit in the back and the bus will be filled towards the front. Unloading of the bus will be from the front to the back.
- Students will wear face coverings on the bus if it is safe for them to do so.

- Parents may choose to transport their child/children to/from school daily if they prefer not to use bus transportation provided by the district. It will be expected that established drop-off/pick-up routines will continue to be followed.
- At this time, all field trips will be suspended; however, we will evaluate this option as the school year progresses.
- Bus drivers will be required to wear face coverings while driving, if wearing such does not impede them from safely operating the bus.
- Bus drivers will sanitize their bus immediately following each route or trip.

Extracurricular Activities

- All field trips have been cancelled for the foreseeable future. They will be reinstated when it is safe to do so.

Class Parties – Birthday Treats

- Birthday treats will be allowed as long as the following conditions are met:
 - All treats must be store-bought, individually-wrapped, and be sent to school in the original packaging. (Examples – boxes of Little Debbie cupcakes, boxes of fruit snacks, bag of mini candy bars, packages of string cheese, etc.
 - Teachers will be responsible for treat distribution to the class.
- Social distancing will be maintained during class parties.

In closing, we assure you that Payne Elementary and Grover Hill Elementary will do everything possible to decrease the risks associated with contracting COVID-19, as well as any other virus, illness, or disease. We understand sending your child to school among this pandemic is a family decision not to be taken lightly. Ultimately, parents must be willing to accept the risks if they chose to send their child/children to school.

Thank you, again, for your patience as we continue to forge ahead in this new era of student safety and education.