

# Martin Luther King Intermediate School Re-Entry Plan “Families”



King School's Guide for the 2020-2021 School Year

# **STUDENTS RETURN**

## **HYBRID IN-SCHOOL/REMOTE INSTRUCTION SCHEDULE**

- Students following this option will attend school in person either on a Monday/Tuesday or Thursday/Friday schedule. Students will also attend school on alternating Wednesdays.
- They will follow a full in-person schedule on days they are in school, and follow a full remote learning schedule on days they are at home.
- Students who opt for the Hybrid Schedule option will enter classrooms with class sizes of no more than 12 students.
- Overall, less than half of the total school population will be in the building on any given day.

## **REMOTE INSTRUCTION ONLY SCHEDULE**

- Students who opt to remain on the Remote Instruction Only schedule will not experience any changes to the schedule they have been following already. Their classes will continue to be live virtual instruction full-time, five days each week, during the scheduled school hours.
- Students will continue to interact virtually with their teachers and classmates.

## **WILL STUDENTS BE ABLE TO SWITCH FROM REMOTE INSTRUCTION TO HYBRID INSTRUCTION AND VICE VERSA?**

- Yes, please contact our school secretary or clerk if you would like to change your child's instruction option. Our goal is to process any request to allow for students to start their new schedule within a week.
  - Secretary: Ann Borges      [aborges@pway.org](mailto:aborges@pway.org)      ext. 5440
  - Clerk:      Sylvania Mueller      [smueller@pway.org](mailto:smueller@pway.org)      ext. 5444

## **TECHNOLOGY**

- King School will continue to have a 1:1 iPad initiative for students in both grade levels. Students on the Hybrid Schedule will be expected to bring their iPads to school.
- The district will continue to repair student iPads and provide loaners when necessary. To request an iPad repair, please first access the ITHelpDesk link found on the district website under the Remote/Virtual Instructional Plan tab to fill out a short questionnaire that details the problem. Our IT team will respond quickly to address all repair issues.
- Families who have difficulty with internet connections, please contact our main office and we will connect you to resources.
- Schoology will be used as the primary means of communication between teachers, students, and parents. Teachers will use this platform to post assignments and communicate to their entire class, as well as to individual students. Parents can create a Schoology account to access information and contact teachers.
- King School teachers will continue to use Zoom and Schoology.
- King School will continue to use Genesis as its primary source for student data, including contact information and grades. Please check to make sure all your contact information is correct, and bear in mind that the parent or guardian listed as Contact 1 will be the contact to receive emergency notifications from the district.

## **FACE COVERINGS**

- All King School teachers and staff members (regardless of their role or position) will wear face coverings at all times. Exceptions are made for medical conditions.
- All students must wear face coverings with exceptions made for medical conditions.
- Face coverings should meet school dress code requirements.
- Face covering “breaks” will be built into the school day and will be based upon class schedules.

## **King School’s Guide for the 2020-2021 School Year**

## **TRANSPORTATION**

- Bus seating will be at a reduced capacity.
- Students are to sit as socially distanced as possible from one another, unless riders are from the same household.
- Buses will be disinfected between each route with special attention paid to high touch areas.
- Students will only be allowed to ride their assigned bus.
- Weather permitting, windows will be open to facilitate airflow.
- Face coverings must be worn on buses and at bus stops.
- When arriving to King School in the morning, students will be released from each bus in an organized and staggered manner to ensure proper social distancing and a safe and orderly entrance into the building.
- At dismissal, bus students will be released from their classrooms after “walkers” have been dismissed and have left the building. This is designed to significantly reduce any contact bus students may have with other students while in their bus lines. While in their bus lines students will be six feet apart and will be escorted to their buses at the appropriate times by a teacher.

## **LATE DROP OFF/ EARLY PICK UP ZONES**

- **Late Drop Off:**
  - If you arrive to the school after 8:05am, parents are asked to drive in front of the school to the main entrance, to drop off your child.
  - Parents are asked not to enter the building, and we ask that you wait until your child is inside of the school before driving away.
  - Your child will head directly to their class, and our secretary or safety officer will sign in your child to record their attendance.

- **Early Pick Up:**
  - If your child must leave early, please try to send an email or a note to your child's teacher or to our main office in advance. (aborges@pway.org)
  - Parents are asked not to enter the building when picking up students.
  - Upon arriving to the school please ring the doorbell and our safety officer or secretary will check your ID. You can then return to your vehicle and our safety officer will walk your child out to you when the child is ready (if they were not already waiting).
  - Please call the main office when you are on the way or when you arrive to the school, and we will be able to have your child ready in a timely manner.

## ARRIVAL/DISMISSAL

- **COVID Daily Parent Form:**
  - Parents please remember to complete the **COVID Daily Parent Form** each morning before your child arrives to school.
  - The **COVID Daily Parent Form** is located in Genesis and directions can be found on our King School website's "Quicklinks" under **REMOTE/HYBRID LEARNING INFORMATION**.
- **Arrival:**
  - **Students getting dropped off or walking** will be allowed to enter the school once the bell rings at **7:45am**. The late bell will ring at **8:05am**.
  - Students will be allowed to enter the building at two locations: Door 7 (side entrance closest to the parking lot) and the Main Entrance.
  - At 7:45, you will be allowed to enter the staff parking lot to drop off your child (Please do not enter the parking lot prior to 7:45am).
  - When you enter the lot, please release your child at the walkway leading to the side entrance of the school (Door 7).

- After dropping off your child, we ask that you exit the parking lot in an effort to help keep the traffic moving smoothly. Please refrain from parking in the lot when dropping off your child.
- **Bus students** will remain seated on their buses until directed by a teacher to exit. Students will be released from each bus in an organized and staggered manner to ensure proper social distancing and a safe and orderly entrance into the building.
- Students Entering the Building:
  - Please refer to the “Health Office/School Nurse Procedures: October 2020” portion of this document for the specific details about the health/safety procedures we will be implementing upon student entry into King School.
- Dismissal:
  - School ends at **2:20pm**.
  - **Students getting picked up or walking** are designated as “walkers.” Please be mindful that fourth grade students (walking home or getting picked up by car) will be dismissed from Door 7 (the door closest to the staff parking lot) and are not required to be signed out.
  - Fifth grade “walkers” will exit from Door 5.
  - If you will be picking up your child at dismissal, you can park in the staff lot and wait in the area outside of Door 7.
  - Students not picked up by 2:30 will be brought back into the school, and can be picked up from the main office.
  - **Bus students:** At dismissal, bus students will be released from their classrooms after “walkers” have been dismissed and have left the building, to significantly reduce contact bus students might have with other students. There will be floor markers at each line to ensure students remain 6 feet apart while in the line. Teachers will supervise students while in their bus lines and will escort them to their respective buses at the designated time.

# **CLASSROOMS & OTHER LOGISTICS**

## **CLASSROOMS**

- King School classrooms are arranged to accommodate no more than 12 student desks spaced six feet apart. Desks will face the same direction.
- Non-traditional classrooms and spaces (such as the counseling office) have been modified to ensure proper social distancing.
- The King School master schedule has been designed to limit movement within the building throughout the day.
- King School teachers in all content areas have modified their instructional plans to reduce student contact and maintain social distancing. Supplies will not be shared.

## **HALLWAYS/RESTROOMS/WATER FOUNTAINS**

- Each time students enter the hallway as a class, they will be escorted by a teacher who will ensure they are in a single file and appropriately socially distancing.
- Hallway travel will be reduced to prevent multiple classes from moving in the same area at the same time.
- Floor markers have been placed throughout the building to remind students to remain 6 feet apart from one another while in the hallway.
- As needed, teachers will be directed to only move in specific directions when escorting their class in the hallway.
- Restrooms will be limited to one student at a time, and hall monitors will ensure this practice is maintained. Restrooms will be cleaned at established times throughout the day.
- Water fountains will only be used to refill water bottles. Students are encouraged to bring labeled, refillable water bottles to school.

## **SAFETY REMINDERS**

- Hand sanitizer stations have been increased throughout the building.
- Hand washing procedures will be established and students will be required to wash their hands several times a day (including before and after lunch/recess).
- Safety signage has been strategically placed throughout the building.
- Plexiglas barriers have been installed in areas requiring frequent interaction with the public, such as our main office.
- High traffic areas throughout King School now include floor markers to indicate social distancing.
- Security Drills will follow State and County guidance while keeping socially distant.

## **PHYSICAL ED, ART, MUSIC, AND OTHER SPECIAL AREA CLASSES**

- Students should wear comfortable clothes to school on days that they have PE.
- Indoor physical activities will be conducive to face coverings and outdoor activities will be carefully planned and may include face coverings. PE class will be held outside as much as possible throughout the school year.
- Students will not share materials in Art or any other special area class. Each student will have their own bag/bin of supplies to use in their special area classes.
- All students will participate in general music class, and special guidelines about singing or playing wind instruments in school will be conveyed by Mr. Buchanan (Vocal Music) and Mr. Plesnarski (Band).
- Mr. Plesnarski (Band) and Ms. Schilla (Orchestra) will continue to offer their programs, and the necessary safety protocols will be exercised. Modifications will be shared regarding the playing of wind instruments and students in our orchestra program will be able to play their instruments in school as normal.
- To allow time for proper cleaning between special area classes, some special area teachers may need to travel to the homeroom classrooms to administer their lessons.



## **EXTRACURRICULAR ACTIVITIES**

- King School extracurricular activities and clubs will be decided upon based on health and safety regulations.
- Until further notice, our after-school clubs will take place virtually.

## **FOOD SERVICES/LUNCH**

- Food Services will provide breakfast and lunch in the “Grab and Go” style.
- Students will be allowed to remove face coverings when eating or drinking.
- During breakfast and lunch periods, students will be socially distanced and seated in desks six feet apart in the cafeteria. Students will be able to communicate with one another while remaining seated at their respective desks.
- We anticipate no more than 10-15 students in the cafeteria during breakfast and about 15-20 students in the cafeteria during each lunch period.
- Students receiving free/reduced meals will take home meals for remote learning days and will receive home delivery if quarantined.

## **OUTDOOR RECESS**

- Recess will be staggered with zones and boundaries developed between groups. Students must remain with their class and in their assigned zone for the entire recess time.
- Any equipment used will be sanitized regularly and all students will wash hands after recess.
- Face coverings will be required during recess.

## **SPECIAL SERVICES**

- Students with Health Care Plans, Individual Education Plans (IEPs), 504 Plans or other documentation will be assessed for any additional needs.

- Staff working with students who require hands-on work or other intervention will wear Personal Protective Equipment (PPE) to keep them and their students safe.
- In-person testing and evaluations will be completed as quickly as possible when school resumes.
- IEP meetings may continue to be held virtually based on meeting social distancing requirements.
- Accommodations will be made for special education students' transportation needs.

## **OTHER ACTIVITIES**

- Field trips, assemblies, and other large gatherings are not planned at this time.
- King School events, PTO meetings, and other parent activities will be held virtually until further notice. We will do our best to continue to be as welcoming and engaging as possible through our new meeting platforms.
- Our King School event calendar will continue to be sent home prior to the start of each month, and will be posted on our school website.
- King School's indoor facilities will not be used by outside groups during the pandemic.

## **VISITORS**

- Visitors, including parents, will only be admitted for emergency reasons. Please refer to the "Late Drop Off/Early Pick up" and "Arrival/Dismissal" portion of this document for the general protocols.
- Essential visitors will be restricted and will be required to wear face coverings and will be required to have their temperature taken prior to entering the building.
- Special procedures have been established for deliveries, including designated drop-off points/areas.

## **CLEANING**

- Extensive deep cleaning of King School has continued throughout the school year in preparation for hybrid learning.
- Increased daily cleaning protocols continue to be instituted throughout the entire building, with an emphasis on high touch/high traffic areas.
- Schedules have been created for cleaning each restroom in the building multiple times during each day. This also applies to specific classrooms.
- Each classroom has a sink and a soap dispenser, along with a hand sanitizer station. Both will remain filled, checked daily and replenished as needed.
- Disinfectant will be readily available to all staff so cleaning can take place throughout the day.
- School equipment throughout the building will be cleaned and sanitized before and after use.
- If any instance occurs where an area was used by a sick person, it will be closed for proper cleaning and disinfecting.
- Ventilation systems will be cleaned and serviced to ensure the cleanest air possible.

# **HEALTH OFFICE/SCHOOL NURSE**

## **PROCEDURES: March 2021**

### **I. Entry into School Building**

**Parents please remember to complete the COVID Daily Parent Form each morning before your child arrives to school.**

- A. All students will be screened outside by staff members.
- B. Students will have their temperature taken with no-contact forehead thermometer. If temperature is 100.4 or higher, student will be asked to step to the side. After several minutes, temperature will be retaken. If it is still 100.4 or higher, student will be sent home according to the district Re-Entry Plan. If student came on a bus, the secretary will call the parent to come pick up the student immediately.
- C. Students with a fever will be escorted to the school nurse, using a less congested route. After an assessment by our school nurse, the student will be placed in our designated area and will be monitored and supervised to await parent pick-up. When the parent/guardian comes to school to pick up the student, he/she will be escorted, via the least congested route, outside to meet them.
- D. During the first few days of school, our nurse may have a station outside the school building, so that they can receive student medications and orders from parents.

### **II. Isolation Rooms**

- A. An Isolation Room (classroom) has been set up in case a student has a temperature of 100.4 or higher or exhibits specific COVID-19 related symptoms. Students will wait in that room until picked up by a parent/guardian or designee.
- B. Students will be monitored and supervised while waiting in the isolation room. If there is an emergency, the school nurse will be notified immediately.

- C. The isolation room will be thoroughly cleaned and sanitized after students have been there.

### **III. Health Offices**

- A. School nurses will wear face masks when in the school building. They have been provided with additional PPE (surgical masks and face shield) they may use when attending to students in the health office. They will don surgical masks, face shields, gloves and gown when entering the Isolation room. N95 masks will also be available. Face shields will be cleaned by the nurse after each use.
- B. Chairs in the waiting area will be placed at least 6 feet apart. Curtains around cots will be used whenever possible to separate offices.
- C. Our nurse will use the usual criteria for sending ill students home, with extra consideration of COVID-19 symptoms. Any student with symptoms of COVID-19 will be walked to the isolation room, and the parent will be called to pick the student up immediately.
- D. Students with symptoms of COVID-19 will be picked up by a parent/guardian.
- E. Parent/guardian of students sent home with COVID-like symptoms must contact their health care provider the same day, and follow instructions. The student cannot return to school until they can show proof of a negative COVID-19 test, or they have a note from their health care provider stating that they are safe to return to school. All notes will be verified by the school nurse.
- F. School nurses will follow “Sick Students Safe Return to School” in the Re-Entry Plan (attached).
- G. For positive cases, nurses will immediately notify building administrators, health services supervisor, and the county board of health. Students’ privacy will be maintained as much as possible.
- H. School nurses will work with county health department staff to help with contact tracing as requested.
- I. As nebulizer treatments pose a risk of viral aerosolization, they should only be used for students who cannot use an inhaler, or during emergencies. Nurses will speak to parents to get doctor’s orders and inhalers if possible.
- J. Nebulizer treatments (changes due to COVID):
  - 1. Only the nurse and one student should be in the health office during nebulizer treatments.
  - 2. Nurses will don mask, face shield and gloves.
  - 3. Office windows will be open if possible.

4. Tubing will be washed with warm water after use.
5. Health offices will be provided with disposable tubing and filters to be used if a student has not brought in tubing.

# **STAYING HEALTHY**

Don't place other students and staff at risk of becoming ill and increasing the likelihood that King School will need to close a classroom, wing, or building. Please screen your child every morning to determine if any signs or symptoms of COVID-19 are present.

## **STOP! DON'T SEND YOUR CHILD TO SCHOOL IF THEY HAVE—**

- Fever over 100.4 ° F
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **IF YOUR CHILD IS SICK AT SCHOOL**

- Students exhibiting any of the above symptoms during the school day will be moved to the health isolation room. Parents/Guardians will be notified to pick up their child. Please ensure all contact information in Genesis is correct and up to date.
- Parents/Guardians of any student who contacts COVID-19 or has been advised to quarantine should notify their school nurse.
- Parents/Guardians will be contacted by the school if their child has come in close contact with a confirmed positive case of COVID-19 and given the next appropriate steps.
- The District will continue to inform parents of all emergency notification through phone, email, and the district website.

# **SICK STUDENTS SAFE RETURN TO SCHOOL**

We will immediately notify parents/guardians about any potential exposure to COVID-19 and conduct Contact Tracing. Students with confirmed exposure to, or testing positive for, COVID-19 may return to school buildings after the following protocols are met\*:

## **POSITIVE TEST**

- Remain home and away from others.
- 14 days have passed since initial symptoms.
- No fever (100.4 F or greater) in at least 72 hours without using fever-reducing medication.
- Cough or breathing problems resolve.
- Provide a doctor's note.

## **CLOSE CONTACT WITH POSITIVE CASE**

- Positive Symptomatic – follow positive test protocols.
- Positive Asymptomatic – stay home 14 days following test and keep away from others.
- Negative: Contact in Household – quarantine for 14 days after household individual's quarantine is complete and new symptoms have not appeared.
- Negative: Contact Out of Household – quarantine for 14 days from last contact and new symptoms have not appeared.

## **NEGATIVE TEST – OTHER ILLNESS**

- Stay home until feeling better.
- No fever (100.4 F or greater) for 24 hours without using fever-reducing medication.



## **NO TEST OR WAITING FOR TEST RESULTS**

- Remain home and away from others.
- 14 days have passed since symptoms started.
- No fever (100.4 F or greater) in at least 72 hours without using fever-reducing medication.
- Cough or breathing problems resolve.

**\*Please note that we will follow CDC guidelines, as they continue to evolve and update.**

# **CONTACT TRACING**

## **WHAT IS CONTACT TRACING?**

Contact tracing helps determine virus hotspots and prevents the further spread of infection. It identifies persons who may have been exposed to an infectious disease and alerts close contacts to their potential exposure

## **HOW IS CONTACT TRACING PRACTICED?**

Contact Tracing is conducted by trained health professionals who work with exposed persons to help them recall everyone with whom they had close contact while infectious. Health department staff then notify persons who may have been exposed (contacts) as quickly as possible to prevent additional spread of the disease

## **WHAT ARE CLOSE CONTACTS TOLD ABOUT POTENTIAL EXPOSURE?**

Identified contacts are told they were potentially exposed and are asked questions about any symptoms in relation to COVID-19. Contacts will receive information about monitoring for symptoms and what to do should they become ill.

## **WHAT ARE CONTACTS ASKED TO DO?**

Contacts must stay at home and maintain social distancing (at least 6 feet) from others they live with, until 14 days after the last known exposure. Contacts should self-monitor for symptoms.

## **ADDITIONAL FAQS**

Additional questions and answers can be found at [PiscatawaySchools.org](https://www.piscatawayschools.org) under the "Parents Tab." This page will be updated frequently, as soon as additional information becomes available.