Roadmap Back to PSD

Polk School District
Parent Guide

Polk School District developed this guide based upon considerations and recommendations from the Georgia Department of Education, the Georgia Department of Public Health, and the Centers for Disease Control and Prevention. These two organizations are vital partners in providing guidance for a safe and successful return to school in 2020-2021. All guidelines outlined in this plan are designed to prioritize the health and safety of students and teachers.
The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

**Should you consider opening?**

- Will reopening be consistent with applicable state and local orders?
- Is the school ready to protect children and employees at higher risk for severe illness?
- Are you able to screen students and employees upon arrival for symptoms and history of exposure?

**Are recommended health and safety actions in place?**

- Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible.
- Intensify cleaning, disinfection, and ventilation.
- Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible.
- Train all employees on health and safety protocols.

**Is ongoing monitoring in place?**

- Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible.
- Encourage anyone who is sick to stay home.
- Plan for if students or employees get sick.
- Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- Monitor student and employee absences and have flexible leave policies and practices.
- Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.

**SCHOOLS DURING THE COVID-19 PANDEMIC**

- **Do not open**
- **Meet safeguards first**
- **Open and monitor**

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
Georgia’s Path to Recovery for K-12 Schools

School District Decision Tree: The GaDOE has provided considerations for school leaders to use as they develop their plans for restarting school. The decision tree above assists leaders in determining a pathway to ensure the continued success and safety of students and staff members.
<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population for Polk County</td>
<td>43,482</td>
</tr>
<tr>
<td>Number of Confirmed COVID Cases</td>
<td>234</td>
</tr>
<tr>
<td>Percentage of Population</td>
<td>.54%</td>
</tr>
<tr>
<td>Number of Deaths Due to COVID</td>
<td>1</td>
</tr>
<tr>
<td>Hospitalizations Due to COVID</td>
<td>16</td>
</tr>
</tbody>
</table>
Start Back Plan:

- School will start on August 3, 2020 – At this time, Polk School District intends to start school on time and face-to-face with strong mitigation strategies. This decision is reflective of the input from Parent and Employee Surveys.
- Should parents feel compelled not to send their student back to school for face-to-face instruction, they can complete a Distance Learning Application or withdraw their student for homeschooling. This application should be returned to the Polk School District Board of Education by **July 17, 2020** at 612 S. College Street, Cedartown, Georgia.
- Should we receive guidance from the Department of Public Health (DPH) stating the status of COVID-19 has been downgraded, we will resume all normal procedures for daily face-to-face instruction.
Open House Procedures

*All procedures are put in place to mitigate large crowds in schools due to COVID-19. Therefore, Polk School District will have to implement the following procedures:

• Face-to-face open houses will only be held for new or transitional grade levels:
  ❖ Pre-Kindergarten
  ❖ Kindergarten
  ❖ 6th Grade
  ❖ 9th Grade

• A schedule with the dates and times will be posted on each school’s website and Facebook page.

• For all other grade levels students will be contacted with homeroom assignments and/or schedule information.

• Teachers will post welcome information on their individual teacher online classroom.
Governance

- Provide consistent updates on the plan and any revisions.
- Monitor implementation on a continuous basis.
- Communicate any updates to schools and stakeholders.
- Implement the following operating procedures:
  - Personnel and student admittance only.
  - All students and employees enter at one of two entrances.
  - Temperatures are taken for students and employees exhibiting symptoms.
  - No congregation of students in gyms, hallways, or lunchroom.
  - Implement visitor protocol:
    - Visitors remain in office area
    - No more than 10 visitors at a time.
    - Buzz front office before entering building.
    - Restriction for nonessential visitors and volunteers.
Wellness

- Schools implement health protocol:
  - Wearing masks is allowed, not required, and suggested for at-risk persons at all times.
  - Everyone is strongly recommended to wear masks during transition times. Masks will not required to
    be required to be worn during class; however, they will be allowed.
  - Use of sanitation stations at entrances.
  - Bathrooms will be stocked with soap and paper towels.
  - Classrooms will have hand sanitizer.
  - Use bleach wipes or spray disinfectant on desktops and tables between change of classes/students.
  - Schools will have waiting area for sick or symptomatic students and staff.
  - Nurses follow Floyd-Polk Medical Center guidelines for interacting with sick or symptomatic
    students and staff.

- Schools and school nurses will provide daily reports to district.

- Provide opportunities for vulnerable/health compromised students opportunities to have remote/distance
  learning – decide with consultation of parents and healthcare providers.

- Parents wishing for their student(s) to begin the school year via distance learning will need to complete a
  Distance Learning Application. This application should be returned to the Polk School District Board of
  Education by **July 17, 2020** at 612 S. College Street, Cedartown, Georgia.

- Allow vulnerable/health compromised staff to teach students requiring distance learning instruction.

- Students should bring a water bottle(s) for personal use.
Instruction

- Administer, monitor, and review restorative assessment data during the first two weeks of school.

- Develop targeted intervention plans for students needing extra assistance based upon the assessment data from the first two weeks of school.

- Implement planned transitions to support social distancing.

- Limit all group work until social distancing is lifted.

- While school is in regular session, practice one to two times a week the use of laptops and specific computer programs to be used if distance learning is necessary.

- Ensure students and staff groupings are as static as possible having the same students stay with the same staff when possible.

- Limit mixing between groups/classes if possible.
Transitional Plan - Elementary

I. Arrival – *It is strongly recommended that masks be worn in hallways.*
   - At front or rear entrances, temperatures will be checked when necessary.
   - Students are to report to homerooms instead of gym or cafeteria.
   - Early arrivers will be held in an assigned location until teachers report to homerooms.

II. Breakfast – *It is strongly recommended that masks be worn in hallways.*
   - Breakfast will be available on carts in hallway.
   - Students are to grab a breakfast and take to classroom to eat.

III. Classrooms
   - K-5 will remain in same classroom all day.

IV. Changing Subjects
   - 3rd-5th are Departmentalized – Students stay in same classroom, teachers rotate to the students’ classroom.

V. Hallway Transitions – *It is strongly recommended that masks be worn in hallways.*
   - Floors will be marked for transition. Traffic will flow in one direction.

VI. Bathroom Procedures – *It is strongly recommended that masks be worn in hallways.*
   - Students are released from classroom individually.
   - Paras on planning will be assigned to monitor the bathrooms.

VII. Lunch – *It is strongly recommended that masks be worn in hallways.*
   - Classes will pick up lunches in the kitchen and students will eat in class.

VIII. Recess
   - Recess will be allowed. Recess will not be conducted as a full grade level, but by individual classrooms.

IX. Activity – *It is strongly recommended that masks be worn in hallways.*
   - Social distancing will be practiced in Activity Classes. PE will not have 2 classrooms together. Rotate use of gym and outdoor lessons.

X. Dismissal – *It is strongly recommended that masks be worn in hallways.*
   - Students remain in classroom until buses are called. Students will be social distanced in grade level hallways until names are called for cars.
Transitional Plan - Middle

I. Arrival – *It is strongly recommended that masks be worn in hallways.*
   - At front or rear entrances, temperatures will be checked when necessary.
   - Students are to report to homeroom instead of gym or cafeteria.
   - Early arrivers will be held in an assigned location until teachers report to homeroom.

II. Breakfast – *It is strongly recommended that masks be worn in hallways.*
   - Breakfast will be available on carts in hallway.
   - Students are to grab a breakfast and take to classroom to eat.

III. Classrooms
   - Keep distancing when feasible.

IV. Changing Subjects – *It is strongly recommended that masks be worn in hallways.*
   - Keep distancing when feasible.
   - Teachers will spray down desk as students leave.
   - Next group of students will wipe their own desks down when entering class.

V. Hallway Transitions – *It is strongly recommended that masks be worn in hallways.*
   - Floors will be marked for transition. Traffic will flow in one direction.
   - Teachers monitor hallways to direct flow of traffic.

VI. Bathroom Procedures – *It is strongly recommended that masks be worn in hallways.*
   - Students are released from classroom individually.
   - Only five students are allowed in a bathroom at one time.

VII. Lunch – *It is strongly recommended that masks be worn in hallways.*
   - Classes will pick up lunches in the kitchen and students will eat in class.

VIII. Dismissal – *It is strongly recommended that masks be worn in hallways.*
   - Students remain in classroom until buses are called. Students will be social distanced in assigned areas until cars arrive.
Transitional Plan - High

I. Arrival – *It is strongly recommended that masks be worn in hallways*
   • At front or rear entrances, temperatures will be checked when necessary.
   • Students are to report to 1st period instead of gym or cafeteria.
   • Early arrivers will be held in an assigned location until teachers report to 1st period.

II. Breakfast – *It is strongly recommended that masks be worn in hallways.*
   • Breakfast will be available on carts in hallway.
   • Students are to grab a breakfast and take to classroom to eat.

III. Classrooms
   • Keep distancing when feasible.

IV. Changing Subjects – *It is strongly recommended that masks be worn in hallways.*
   • Keep distancing when feasible.
   • Teachers will spray down desk as students leave.
   • Next group of students will wipe their desks down when entering class.

V. Hallway Transitions – *It is strongly recommended that masks be worn in hallways.*
   • Floors will be marked for transition. Traffic will flow in one direction.
   • Teachers monitor hallways to direct flow of traffic.

VI. Bathroom Procedures – *It is strongly recommended that masks be worn in hallways.*
   • Students are released from classroom individually.
   • Only five students are allowed in a bathroom at one time.

VII. Lunch – *It is strongly recommended that masks be worn in hallways.*
   • Classes will pick up lunches in the kitchen and students will eat in class.

VIII. Dismissal – *It is strongly recommended that masks be worn in hallways.*
   • Students remain in classroom until buses are called. Students will be social distanced in assigned areas until cars arrive.
Facilities

- Hang signage with precautionary measures.
- Clean hallways and high-touch surfaces throughout day.
- Continuous deep cleaning during weekends or school holidays/breaks to the extent possible.
- Mark hallways with social distancing reminders on floors.
- Water fountains will be closed. Students and faculty must provide their own water bottles.
- Disinfect classroom desks and high-touch surfaces between class changes. Cleaning supplies will be provided in all classrooms.
- All facilities utilize electrostatic fogging/disinfecting prior to teachers and students returning.
- Hand sanitizing stations will be in place at front and rear entrances.
- Sneeze guards will be installed at the main counter of the front offices.
- Air filters will be changed quarterly.
- Increased hours for custodial day porters.
Operations

Transportation
- Update any procedures.
- Provide hand sanitizer for students and bus drivers.
- Students are strongly recommended to wear masks on buses.
- Utilize space seating on buses if feasible with family sitting with family.
- No non-competitive field trips.
- Conduct cleaning of buses between loads.
- Students will remain in seats, and they will not gather behind driver.
- Air out buses when not in use.

School Nutrition
- Conduct cleaning of serving line and kitchen and high-touch surfaces throughout the day.
- Outside food deliveries will not be allowed during the school day.
- All food will be prepared for students in a Grab & Go delivery method.
- Proper temperature will be monitored and maintained as it awaits delivery.
- Breakfast and lunches will be eaten in classrooms.
- Poly carts and extra trash receptacles will be placed in each school for classroom feeding.
- All serving lines will be disinfected between lunch shifts.
- Spaced serving lines marked on floors.
- PPE for all lunchroom staff.

Safety
- Student drivers must park and report directly to the building. No congregating in parking lots before or after school.
- Once school begins, all entrances will be locked. Visitors must report to the main entrance.
- Visitors that present with symptoms will not be allowed entrance.
- School officials will continue to implement sign-outs with the Ident-a-Kid program. Proper identification must be presented. Parents/guardians must provide accurate and up to date contact information to ensure that contact can be made if their child presents with symptoms.
Transportation Procedures

*All procedures are put in place to mitigate large crowds on buses due to COVID-19. Therefore, Polk School District will have to implement the following procedures:

**Morning Procedures:**
- All buses will pick-up elementary school students and deliver them to the schools first.
- The buses will run a second route to pick-up all middle and high school students and deliver them to their assigned school.

**Afternoon Procedures:**
- All buses will pick-up elementary school students and deliver them home. Any elementary student that did not have a parent, guardian, or baby-sitter at home will be brought back to the school for a parent to pick-up.
- The buses will run a second route to pick-up all middle and high school students and deliver them home.

**Elementary:** Buses drop off students at 7:30 am instead of 7:10 am. School start time 7:50 am to 7:55 am. Afternoon release time for buses will be 2:30 pm.

**Middle School and High School:** Buses drop off time 8:00 am. School start time 8:20 am for Middle School and 8:25 am for High School. Afternoon release time will be 3:15 pm for Middle school and 3:20 pm for High School.

**Sanitizing Buses:** Drivers will clean handrails and wipe seats between loads and after routes morning and afternoon. Drivers will report to Transportation Director when they have a fever.

**Monitoring Students:** Drivers will monitor students as they load and will report any suspected illness to a school administrator.
Grab and Go Lunch Procedures

Meal Service and Distribution Plans Details

Traditional Model (School in Session) Meal Service:
Students will be served individually packaged meal components from cafeteria serving line. Polk School District is District Wide CEP which allows for all students to eat free. Small groups of students, by home room or in upper grades by class, will walk to school serving line. Upon entering serving line each student will use a free standing or wall mounted hand sanitizer dispenser. Each student will travel down tray line and place individually packaged meal components in a handled disposable bag. Student will travel with meal back to classroom for eating in a classroom family model. Serving lines will be sanitized between each group of students.

Full Virtual Model (School Closure) Meal Service:
There are two options with this model using multi day meal distribution, strategically located community feeding sites from school buses. This model will be like the meal distribution during the first COVID closure.

Food and Employee Sanitation and Safety
Polk School Nutrition Program will follow State and Local School Nutrition and Health Environmental approved HACCP Plan and Standard Operating Procedures.
Technology

- Ensure online resources are updated.
- Continually get staff feedback on problem areas.
- Provide technical assistance for parents and students.
- Should school’s close again due to increased COVID-19 numbers, students in grades 2-12 will be issued a device. Students will be provided instruction daily through the use of: Odysseyware, Study Island, IXL, and Online teacher lessons. PK-1st grade students will be provided distance learning packets.
Technology Procedures

Learning from Home

In the event distance learning is necessary due to a second wave of Covid-19, students will be sent home with Chromebooks to complete work in Odysseyware, Study Island, IXL, etc.

All of the Chromebooks will be gathered in one central location to remove them from the carts in which they are currently housed along with their power supplies and prepped for dispersal.

The dispersal of Chromebooks will be performed by the instructional parapro at each school along with the guidance of the technology assistant that is assigned to that school. They will be assigned per their homeroom so the technicians will have to have a class roster for each teacher.

Classes can be called to the central Chromebook location where they will be assigned a Chromebook with the PSD asset tag number being written next to the students name on the paper roster. They will also receive a sign-out form that will also list the asset tag number and they will have to sign.

Any damages, loss, or theft of any PSD device will need to be reported to the school immediately. Theft of device will also require a police report that is to be turned into the Polk School District Police department. Damages to the device will require payment for repair up to but not to exceed $50 before another can be assigned.