

NCEMS

Parent/Student

Safety Guidelines

for 20-21



Disclaimer- Information is rapidly evolving regarding guidelines for how to manage COVID-19 in schools. This information is subject to change and likely will change based on the best available information at the time.

Latest Update: 8/11/20

Dear Parents,

The staff has been hard at work planning and creating guidelines and protocols for the safest return of students and staff to NCEMS. We feel it is important that you are aware of the precautions that we have put in place to protect your child while at school. This handbook is a summary of the guidelines we have in place. Please know these guidelines are subject to change as the year progresses depending on the level of transmission of COVID-19 in our building and/or in our community.

Our Goals for the Fall Semester

- Minimize the number of people who come into contact with each other.
- Maximize the physical distance between people to the greatest extent possible.
- Reduce the time that people spend in close proximity with each other especially for more than 10 minutes.
- **KEEP STUDENTS & STAFF SAFE!!!**

Change in the School Day Times

- The regular school day will run from 8:00 AM -3:15 PM.
- We will have early dismissal on Fridays at 11:30 AM beginning August 28. This is in effect for first semester only at this time. Lunch will be served on Fridays as a take-home lunch.
 - Payment will be equivalent to a hot school lunch based on income eligibility guidelines.
 - Parents need to decide whether or not their child will take a lunch on Fridays or not.
 - Lunches will not be eaten at school or on the bus.

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Operational Guidelines

Home Procedures Before Leaving for School

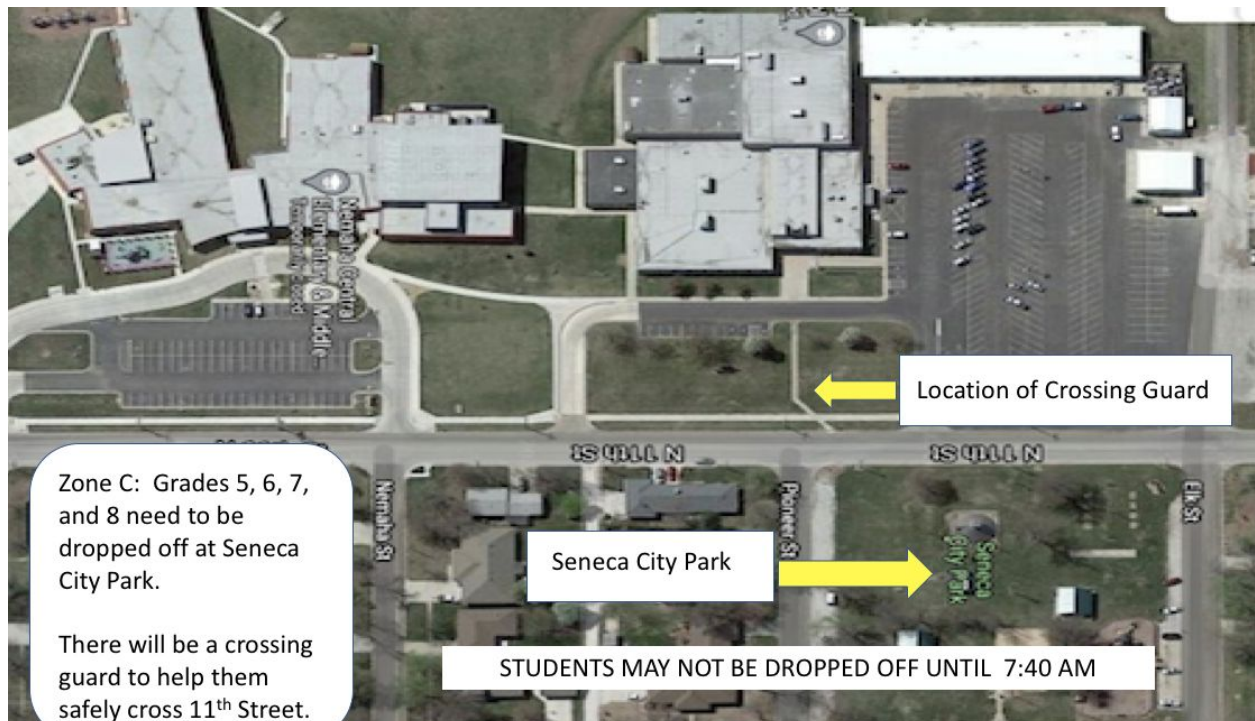
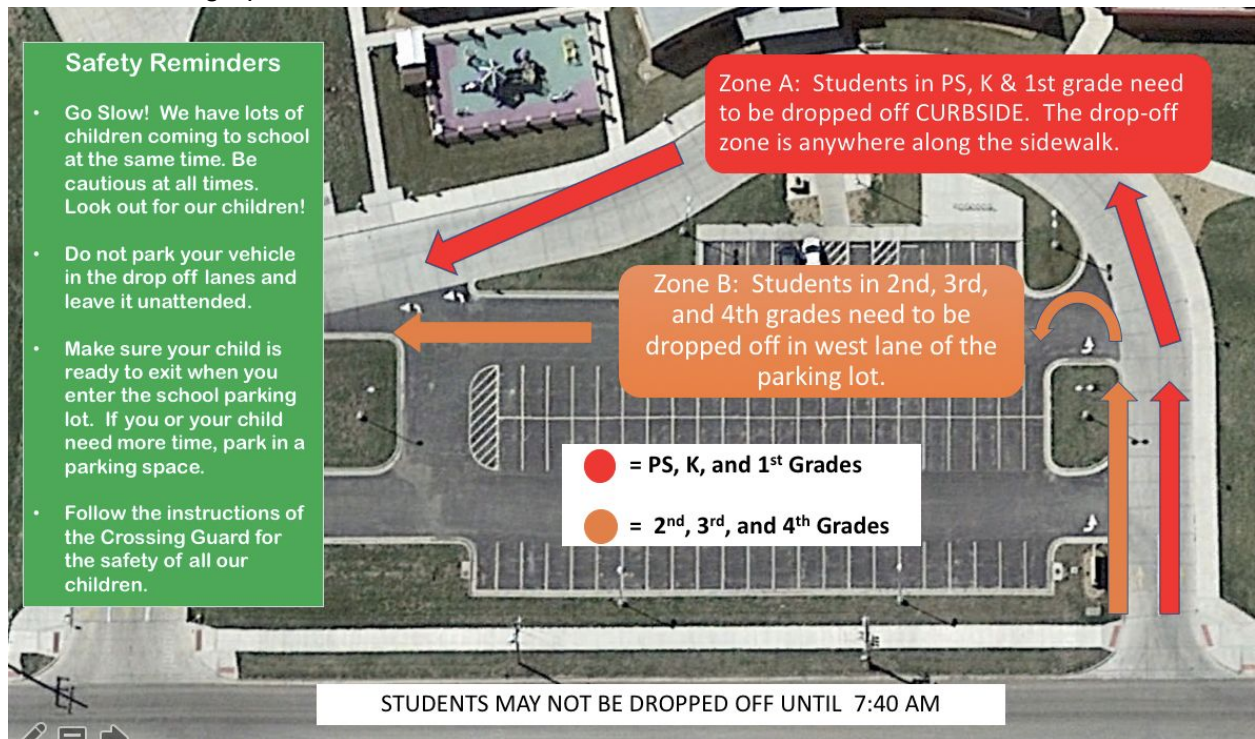
- It is up to each individual to take the precautions necessary so we can continue to attend school in person and participate in activities. Please do the following each day:
 - Conduct a daily self-evaluation prior to sending your children to school by answering these questions:
 - Has your child had any of the following symptoms in the last 14 days?
 - Fever greater than 100°
 - Cough
 - Difficulty breathing/shortness of breath
 - New loss of taste/smell
 - Headache
 - Sore throat
 - Fatigue
 - Has your child visited any of the restricted travel advisory locations on the KDHE list within the last 14 days?
 - Has your child had close contact with anyone in the past 14 days who has been diagnosed with COVID 19?
 - If any of these questions are answered yes, the student should not come to school. Contact the school nurse, your local physician, or Nemaha County Community Health if you deem necessary.

Morning Arrival Procedures at School

- Staff and students (age-appropriate) are required to wear masks during morning arrival and dismissal times. Your child's mask should be clearly labeled with the student's first and last name.
- No parent may enter the school during arrival or dismissal time. (See below for special considerations for Preschool Students.)
- In previous years, we have allowed students to be dropped off early to help with family schedules. Due to social distancing and additional requirements this year, this will not be allowed. **Students may not be dropped off or arrive at NCEMS until 7:40 AM and cannot stand outside unattended prior to 7:40 AM.** This will be strictly enforced this year as we must limit the number of students congregating in the morning to ensure proper social distancing, keep students in grade-level cohorts, and reduce the possibility of a "close contact."
- Starting at 7:40 AM each morning, we will have three drop-off zones (based on the youngest in the vehicle) in the morning:

- Zone A is designated for PS, K, and 1st graders.
- Zone B is designated for 2nd, 3rd, and 4th graders.
- Zone C is designated for 5th, 6th, 7th, and 8th graders.

This is a visual graphic to show the three zones.



- Procedures for PS, K, and 1st graders in Zone A (based on the youngest in the vehicle)
 - Students need to be dropped off CURBSIDE after 7:40 AM. The drop-off zone extends beyond the crosswalk. Parents should drive BEYOND the crosswalk if possible and then have their child exit on the curbside.
 - Make sure your child is NOT dropped off on the outside lane and expected to cut across traffic on the inside lane. This is not safe. Students should only be dropped off at the curbside.
 - Make sure your child is ready to exit when you are in the drop-off lane; this helps the flow of traffic to keep moving. Students should have their book bags in their hands and be ready to go. If you or your child need more time, park in the parking lot.
 - Do not park your vehicle in the drop-off lane and leave it unattended. This slows down the flow of traffic and creates additional congestion. Be considerate of others and always keep the flow of traffic moving in the drop-off lane.

- Procedures for 2nd, 3rd, and 4th graders in Zone B (based on the youngest in the vehicle)
 - Students need to be dropped off on the west lane of the parking lot after 7:40 AM. There will be a Crossing Guard stationed to help them safely cross the school lane.
 - Make sure your child is ready to exit when you are in the west lane of the parking lot; this helps the flow of traffic to keep moving. Students should have their book bags in their hands and be ready to go. If you or your child need more time, park in the parking lot.
 - Please do not park your vehicle in the west lane of the parking lot and leave it unattended. This slows down the flow of traffic and creates additional congestion. Be considerate of others and always keep the flow of traffic moving in the drop-off lane.

- Procedures for 5th, 6th, 7th, and 8th graders in Zone C (based on the youngest in the vehicle)
 - Students need to be dropped off at Seneca City Park after 7:40 AM. There will be a Crossing Guard stationed to help them safely cross 11th Street.
 - Parents should remain at Seneca City Park until they see their child safely crossing 11th Street with the assistance of the Crossing Guard.

Bus Arrival and Walkers

- Buses will not drop off until 7:50. Bus students should go STRAIGHT to their classrooms or cafeteria for breakfast and do not go into the gym.

- Walkers should not arrive until 7:50 AM. Walkers should go STRAIGHT to their classrooms or cafeteria for breakfast and do not go into the gym.

- For students who arrive at 7:40 AM, we will follow this protocol:
Students may arrive at 7:40 and report to their designated Class Zone or to the cafeteria if he/she eats breakfast.

Special Considerations for PS Parents Dropping-Off PS Students

- PS parents have the option of dropping their child using the OUTSIDE CLASSROOM doors behind the PS playground. If you choose to do this, be sure you park in the parking lot and use the crosswalk in front of the school to walk your child to the outside classroom door.
- One adult MUST ACCOMPANY the child.
- The Adult/PS student SHOULD NOT arrive until 7:50 (morning sessions) or 11:50 (afternoon sessions).
- The classroom teacher or designee will use an infrared thermal temperature sensor to take the child's temperature before he/she is allowed to enter.

School Bus Transportation

- Students (PS - 12th grades) are required to wear masks on the bus/school vehicle.
- Parents should conduct a daily self-evaluation prior to sending their children to school
- Students should sit by their siblings on bus routes. All buses must have ASSIGNED seats.
- Fill up from the back of the bus to front
- Buses will not arrive until 7:50 so students are able to go DIRECTLY to the classrooms or breakfast.
- Buses will be disinfected after each route.

Temperature Screening of Students

- All students must enter the main doors and their temperature will be monitored via the Thermal Imaging Cameras. If the system indicates a child has a temperature, the monitor will send the student to the designated area. The school nurse or designee will evaluate whether or not they need to be sent home.
- All students will be screened a second time during the day right before they go to lunch.

Masks/Face Covering Plan adopted by the Board of Education

This recommendation is based on being in low transmission and if we move to moderate or high transmission, we will reevaluate with medical professional input. This plan was approved by the Board of Education on 8/10/2020.

PS & K Students	Grades 1-5 Students	Grades 6-12 Students	Staff
<p>Masks are optional.</p> <p>They are strongly recommended for common areas and other places where mixed ages of students are together.</p> <p><i>*Masks WILL BE REQUIRED for PS & K students during the after school program, TLC, and/or when riding the school bus.</i></p>	<p>Masks are required in the following situations:</p> <ul style="list-style-type: none"> ● Buses ● Common areas of the school (hallways, library, etc.) ● Small group instruction ● Group work activities ● Music (unless held outside or 6 ft social distancing can occur) 	<p>Masks are required unless 6 ft of social distancing can occur or outside.</p> <p>Due to classroom numbers/size, most classrooms will not allow for this; therefore, mask breaks must be provided.</p> <p>Masks do not need to be worn during the following activities:</p> <ul style="list-style-type: none"> ● Eating/drinking ● Physical activity that 	<p>Masks are required unless 6 ft of social distancing can occur or outside.</p> <p>Teachers may do whole class instruction without a mask as long as he/she can maintain a 6 ft distance from students.</p>

	Masks are optional during other parts of the day.	raises heart rate & breathing	
The benefits of wearing the masks may be mitigated by the ages of the students due to increased touching of the face.	These students have relatively stable grade level cohort groups and interact with fewer students from other grade levels and fewer staff.	These students have less stable cohorts and interact with more students and staff throughout the day.	

Student Guidelines for Face Masks/Coverings

- All students will be given the following:
 - PS - 5th Grade: NC face mask, lanyard, and a storage container for face mask during PE & Recess.
 - 6th-8th Grade: NC Gaiter or face mask & lanyard.
- Parents can supply their child with their own face masks, gaiters, and/or lanyards if they choose not to use the school issued-ones. However, please follow these guidelines:
 - No tied masks for PS-5th grades.
 - For gaiters, make sure the student knows how to put it on and take it off independently.
- It is the expectation that all students will follow the NC Mask Guidelines approved by the USD 115 Board of Education.
 - Staff will instruct students on the guidelines and remind students of the protocol.
 - Defiant disregard of students to follow the approved NC Mask Guidelines will result in administrative involvement.

PS & K Guidelines for Face Masks/Coverings

- The school will provide a mask and lanyard for each student in PS, but it is optional for them to wear it.
- Masks are required for these grade levels if riding the school bus or if the student attends Thunder Learning Center (TLC).
- If parents want their child to wear a mask, the guidelines that are being implemented for grade 1-5 will apply.

1st-5th Grade Guidelines for Masks/Face Coverings

- Masks should be clean and adhere to the dress code.
- Lanyards & Storage Containers
 - For 1st-5th grades, school-issued lanyards and storage containers will stay at the school. Teachers will have a system in place where each of these items will be hung each night to be sanitized.
 - Students will wear their face masks home, but the school-issued lanyard will remain at school. If a parent wants their child to have a lanyard for

after school activities/bus ride home, the parent will need to supply the lanyard.

- Recess & PE:
 - 1st-5th grade students will wear their masks and carry their storage container in the hallway going to Recess & PE. When they arrive at these locations, there will be instructed to do the following:
 - Put face-covering & lanyard in their labeled container
 - Hang the labeled container in the assigned area.
- Hallways/Common Spaces (Library, Cafeteria, Office Area, Bus, etc.)
 - Students will be instructed to always wear their masks in these locations.
 - Students should also wear their face masks when going to the lunchroom; however, once they are in the lunchroom, they can take their masks off while eating.
 - Masks are required for these grade levels if riding the school bus or if the student attends Thunder Learning Center (TLC).
- Classrooms
 - While in the classrooms, students will be instructed to wear their masks anytime they are involved with small group or group work instruction as directed by the adult.
 - These grade levels are not required to wear face masks/coverings while in the classrooms at all times. If this is something the parents would like to have happen, the parent needs to talk with their child about their expectations. For these students, the teacher will provide appropriate mask breaks.

6th-8th Guidelines for Masks/Face Coverings

- Masks should be clean and adhere to the dress code.
- 6th-8th grade students will be responsible for coming to school with their lanyard on if they want to use it throughout the day during times when they are not required to wear masks.
- Mask Breaks will be given on a regular basis. We have an 8 period day, and mask breaks (of at least 5 minutes) will be provided at the following times:
 - Period 2, Period 4, Lunch, Period 7, and Period 8 (Students alternate between PE & Music Classes on these days & will have breaks in these classes as allowable)
 - Rooms 158 & 159 will use door W10 to go outside for mask breaks.
 - Rooms 157 & 160 will use door W11 to go outside for mask breaks.
 - Rooms 156 & 161 will use door E14 to go outside for mask breaks.
 - Room 154 will use door W9 to go outside for mask breaks.

Breakfast

- Students should sanitize before going through the breakfast line.

- Students are entering the cafeteria in mixed cohorts; therefore they should stand on the social-distancing spots when not by the members of their family.
- Students will walk with their belongings through the breakfast line & grab trays.
- The cafeteria will be set with a napkin, straw, and other silverware as needed.
- Milk will be brought to their seats.
- Students will have assigned seats for breakfast
- Students will place their coats & backpacks on the row of seats directly behind them.
- Students cannot leave breakfast until 7:50.
- Students will get up and dump their trays when done & exit the lunchroom.
- Students will use hand sanitizer when leaving the lunchroom.

Snack Milk

- Students will no longer be going to the lunchroom to get snack milk. Staff will take care of getting and dispersing snack milk.

Lunch

- Lunch will be served from 10:40 to 12:40.
- There will be a Modified Serve (all food items will be placed on the student's tray) so the line will be sped up considerably.
- There is no longer a Share Table.
- There will no longer be microwaves for students to use.
- Students will no longer wipe tables down. Adults will wipe down and sanitize tables.
- Anyone working in the lunchroom either the serving area or cafeteria must wear a face mask.
- Workers should also use hand sanitizer or wash hands frequently.
- Students will be seated by grade level cohorts with assigned seats to allow for contact tracing.
- Prior to students entering the lunchroom, teachers should do the following:
 - Have students use the restroom and wash hands.
 - Have students go through the thermal imaging camera to help ensure no student with a fever is in the cafeteria. If the system indicates a student has a temperature, he/she will be sent to a designated area and the school nurse or designee will evaluate whether or not they need to be sent home.
- Procedures will be implemented to increase distances between groups and keep things flowing quicker:
 - Students will go through the lunch line in any order and sit in an assigned seat,
 - Lunch cards will not be passed out on a daily basis.
 - Students will not grab their own silverware, napkins, or milk. A lunch monitor will set out/deliver items.
 - Adults will take care of the "dumping" of trays/silverware instead of having the students stand in line.

- On Fridays, the grab and go lunch will be delivered to the classroom between 11:00 and 11:20.

Classroom Safety Guidelines for PS-8th Grades

- Hygiene Protocol
 - Students, parents, and staff will be educated on the signs and symptoms of COVID-19.
 - Signage will be posted upon entry into the educational facilities with information related to COVID-19.
 - The school nurse will share video resources for teachers and counselors to share with students.
 - School nurse, teachers, and counselors will instruct students on the following topics:
 - Coughs & Sneezing
 - Teach students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash, and hands should be washed immediately or hand sanitizer used if washing hands is not possible.
 - Proper wearing/usage of masks:
 - Students will be taught how to wear a mask and the importance of wearing a mask.
 - Hand Washing
 - Handwashing with soap and water for at least 20 seconds will be taught and completed regularly.
 - Students will wash their hands regularly at appropriate times.
 - Hand Sanitizer
 - All individuals must use hand sanitizer upon entry into the educational facility, as well as when entering the classroom after each transition and/or at least once per hour within the classroom.
 - Sanitizer stations are placed at the entrance to each facility, in every classroom, and in shared spaces.
 - Any time students switch classes, hand sanitizer should be used upon entering the classroom.
 - Social Distancing (Avoid Close Contact)
 - Students will be encouraged to practice social distancing whenever possible. Social distancing is defined as physical separation of a minimum of 6ft.
 - Alternatives to handshakes/high fives and hugs
 - Teachers should work with students to develop alternatives to handshakes, high fives, and hugs.
 - Students will be taught the importance of cleaning and disinfecting.
 - Students will be taught the importance of monitoring daily health.

- Furnishings/Classroom Set-Up
 - Extra furniture and materials has been removed from classrooms to increase available space.
 - Furnishing with fabrics (beanbags, sofas, etc.) and other hard to clean surfaces have been removed from the classroom.
 - Furniture has been arranged to have all students sit in the same direction.
 - Furniture has been arranged so that students have the most possible space.
 - Seating arrangements will be established for students to ensure close contacts within classrooms are minimized.
 - For contact tracing purposes, teachers/staff will keep a record of who is in the room for more than 10 minutes (if not normally scheduled to be in the room).
 - Individuals who are in multiple rooms (administration, counselors, paras, special education teachers, Title staff, etc.) will wear masks when in the various rooms.
 - Students should not share lockers.
 - Teachers have established their own Teacher Zone (i.e. desk area) where students should be limited to the greatest extent possible.
- Transitions/Hallways:
 - Transitions in the hallways will be decreased to the greatest extent possible.
 - One-way routes throughout the building will be created and students will be instructed to always walk on the right side.
 - Use only single lines to mitigate the possibility of secretions from sneezes/coughs.
- Importance of Being Outside & Mask Breaks
 - Teachers should take their classes outside as much as possible.
 - Scheduled mask breaks have been incorporated into the schedule.
- Food in the Classroom:
 - Any birthday treats or snacks for any other occasion must be brought in pre-packaged and in individual containers.
 - No sharing of food.
- Group Stability
 - We are striving to maintain stable cohorts. Some students may be part of multiple stable cohorts. The rule for contact tracing for a close contact is within 6 feet of the case for 10 minutes or more or if they had exposure to secretions. These ten minutes are cumulative throughout the course of the day.
 - Keep interactions with other cohorts brief.
 - To the greatest extent possible, consider having the students stay in the classroom and teachers move to them in grade levels where teachers are changed.
 - If students change rooms, teachers must ensure surfaces have been disinfected.
- Instructional Materials/Supplies
 - To the greatest extent possible, wipe center/shared materials after each group or activity.
 - To the greatest extent possible, create individual materials/supplies bags/kits.
 - Staff are encouraged to sanitize as much as possible.

- Discourage the use of shared materials to the extent practical or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
 - Sanitize the pencil sharpener after use.
 - Group Work & Small Group Instruction for Classrooms & Title/ESOLRoom:
 - Group Work & Small Group Instruction can occur when needed/necessary.
 - To minimize the possibility of transmission, students should be sitting facing the same direction for small group instruction and side by side (to the greatest extent possible) when doing group work.
 - Masks are required for group work and small group instruction.

PS & K Classroom Special Considerations

Early childhood classrooms (PS & K) are fundamentally different in educational expectations than other grade levels due to the ages of the children as it is crucial that we teach students how to interact with one another cooperatively through play and work/instruction; therefore these are the additional classroom guidelines that pertain to these classrooms.

- Preschool classrooms have been reconfigured so that 3 and 4 year olds are separated.
- Students will use water bottles instead of water fountains.
- Instructional, Learning, and Social “Centers” will be sanitized before each center starts.
- Students will have assigned seats.
- Students will be kept socially distanced when possible, but there will be times when students will be working in small groups in which social distancing is not possible.
- Snacks will be served in the classroom by teacher/para instead of the lunchroom. Preschool staff will wear gloves when passing out snacks.
- Additional sanitizing will be done throughout the day and between Preschool classes and during Kindergarten recess.
- There will be daily temperature checks for preschool students.
- There will be twice daily temperature checks for kindergarten students.
- Playground
 - Preschool - While both preschool classrooms will be at recess at the same time, one class will play inside the fence while the other class will play outside the fence. Every student will get equal play time in both areas.

Middle School (MS) Classroom Considerations

The following procedures will be used depending upon the level of transmission as determined by the local health department and with the guidance of our school nurse and administration.

- Students will be allowed to move from room to room.
- Students may use bookbags throughout the day. MS teachers will develop specific guidelines for the bookbag usage and share with the students.
- When entering the classroom, students will go directly to their seats.
- Students need to wipe down their desk before they leave a classroom.
- The computers in Grammar and Technology classes need to be sanitized after each use.

- Restrooms will be allowed between class changes, but bookbags must be put in the classroom they are entering first.
- Teachers need to outline the protocol on snacks and share the specific guidelines with the students. There is no sharing of food and all snacks must be single-serving.

Hallways/Lockers:

- The MS bell schedule will not be altered; however, students will have designated Teacher Zones to line up between classes.
- Lockers can only be used by students before their first class, before PE/Music, lunch, and at the end of the day.

Mask Breaks:

- Mask Breaks will be given on a regular basis. We have an 8 period day, and mask breaks (of at least 5 minutes) will be provided at the following times:
 - Period 2, Period 4, Lunch, Period 7, and Period 8 (Students alternate between PE & Music Classes on these days & will have breaks in these classes as allowable.)

Recess & Outside Activity Sessions

- No grade levels may have the same recess time.
- Students must use hand sanitizer or wash hands before and after recess.
- Teachers/grade levels will have their own equipment to use. The recess shed will not be used.
- Teachers may schedule one of each:
 - 15 minute Recess
 - 15 minute Outside Activity Session

Doors in the Building

- During arrival time, all students must enter through the main doors. The main doors (outside and interior vestibule) will be propped open from 7:40 to 8:00.
- All interior doors to shared spaces will be opened at all times to the greatest extent possible to keep people from touching handles. This includes the restrooms, office, library, etc.
- For offices (administration, counseling etc), handles must be sanitized regularly if opening/closing.
- Classroom Doors:
 - Classroom doors should remain open to the greatest extent possible. If the door needs to be closed due to noise, only the teacher should open and close the door to the greatest extent possible. Sanitize regularly.

Restrooms

- Students should be instructed to use the hand sanitizer before entering the restroom and wash hands after using the restroom.
- All student restrooms will be propped open.

- The exception is the restrooms in the new addition. A shelf will be built that will contain cleaner. Students should be instructed to clean the door handle before and after using the restroom.
- Restrooms will be limited in capacity to the number of stalls. Teachers will instruct students there is to be no waiting in the restroom. If the restroom is full, students will socially distance in the hallway to the greatest extent possible.
- No students/staff in the elementary wing should use the restrooms in the middle school wing.
- No students/staff in the middle school/5th grade wings should use the restrooms in the elementary school wing.
- Restrooms will be cleaned and sanitized on a regular basis.

PE Class

- Due to the nature of physical education activities, 6th-8th students are not required to wear masks so social distancing becomes even more important. K-5th grade students who choose to wear masks should not be required to do so during physical activities.
- Students should use hand sanitizer before/after PE. Use the touchless sanitizer by the RR's that are in the hallways.
- Whenever possible, take the students outside for PE. Still strive to maintain social distancing even when outside to the greatest extent possible.
- When in the gymnasium, social distancing should happen to the greatest extent possible.
- Lessons will be provided that includes no contact activities and no or limited equipment.
 - If equipment must be used, the items must be cleaned/sanitized before the next group of students use it.
- MS Locker rooms:
 - 6th graders should be split between both locker rooms to allow for more spacing.
 - 7th graders should be assigned one locker room.
 - 8th graders should be assigned one locker room.

Music Class

- Additional staff and space have been assigned to Music as necessary to allow for more separation and smaller groups within the grade-level cohort groups.
- There will not be PE & Music on Fridays during the first semester due to Early Release.
- Students should use hand sanitizer before/after Music. Use the touchless sanitizer by the RR's that are in the hallways.
- Whenever possible, take the students outside for Music.
- Social distancing to the greatest extent possible should occur within the classroom.
- Singing is classified as a high-risk activity. Singing inside of the classroom should be eliminated. Students may sing outside as long as they can social distance.
- Recorders should be postponed until the second semester.
- Provide lessons that include no contact activities and no or limited equipment.
 - If equipment must be used, the items must be cleaned/sanitized before the next group uses it.

Band Class

- Sectional days will be implemented for the first semester to allow for smaller group sizes and established cohorts.
- There will be no band on Fridays.
- Band students who are not playing their instrument should wear a mask.
- When students go to Band class, they should walk outside instead of through the building unless weather makes this impractical.
- SPPS students must be screened by the thermal imaging cameras at the high school before being allowed in the band room.
- Students should use hand sanitizer prior to the start of the class and at the end of the class.
- Social distancing to the greatest extent possible should occur within the classroom.

Title & ESOL Rooms

- Due to the multiple number of students in various grades who receive services, students must wear masks in these rooms.
- Title/ESOL staff should only have same-grade level students in the room at one time.
- Adults and students must use hand sanitizer when entering/exiting.
- After each group, the table/supplies must be wiped down.
- For contact tracing purposes, a record of who is in the room for more than 10 minutes will be kept.

Special Education Rooms

- Adults and students must use hand sanitizer when entering/exiting.
- After each group, the table/supplies must be wiped down.
- For contact tracing purposes, a record of who is in the room not typically scheduled for more than 10 minutes needs to be documented.
- Based on USD 115 Mask guidance approved on August 10, 2020, face masks will be required in special education classrooms as they meet the definition of small group instruction. Special Education teachers are responsible for notifying parents on their caseload regarding mask requirements.

Library

- Scheduling Considerations
 - Only one class (cohort) may be in the library at a time.
 - The teachers and librarian will formulate a plan of having classes check out more books; therefore, students will go to the library less frequently.

- Library times should be scheduled to allow time to sanitize frequently touched areas (mouse pad, keyboard, etc.)
 - Health and Safety Considerations:
 - Before students arrive in the library, they should use hand sanitizer and/or wash their hands.
 - When students return to their classrooms, they also should use hand sanitizer.
 - Teachers and librarian must encourage social distancing while the students are in the library.
 - If the librarian reads to a group of students, students must be spaced far apart as possible/reasonable.
 - Individual Student Considerations:
 - Individual students may still go to the library; however, they may only be sent at times where there is not a class scheduled.
 - Collection Return Box
 - There will be a collection-return box for all items being returned.
 - Items will remain in the box for 72 hours before replacing them on the shelves.

Water Fountains - Water Bottle Filling Stations

- Traditionally, students have always been able to visit the water fountain and in some cases bring a water bottle to school. We never deny a student the right to a drink of water if they feel they need it. This will continue to be the case, however, we will no longer have drinking fountains available for student use. Students will have to use water bottles and water bottle filling stations.

Water Bottles

- School issued water bottles:
 - ◆ All students will be provided with one reusable water bottle.
 - ◆ Teachers will need to ensure that all water bottles are clearly marked with the students' first and last names.
 - ◆ Students will be expected to take the water bottle home each evening, rinse it out, and return it filled the next school day.
 - ◆ If a student drinks all of the water in their water bottle, they will be allowed to refill their bottle at the bottle filling stations.
- Students can bring their own water bottles from home.
 - ◆ They must be labeled with the student's first and last name.
 - ◆ They cannot exceed 32 ounces.
 - ◆ Students will be expected to take the water bottle home each evening, rinse it out, and return it filled the next school day.
 - ◆ If a student drinks all of the water in their water bottle, they will be allowed to refill their bottle at the bottle filling stations.
- Students who forget their water bottle:

- ◆ If a child brings his/her water bottle to school but has forgotten to fill it at home, the teacher will allow the student to fill it at the bottle filling station.
- ◆ If the child does not bring their water bottle to school, one will be provided to them for the day.
- ◆ If a student habitually forgets their water bottle, the teacher may require the student to leave their water bottle at school.
- ◆ Students will be allowed to take their water bottles with them when they go to locations such as PE, Music, Speech, and IRC.

Student Visits to the Office

- To reduce foot traffic in the office in the mornings and throughout the day, Kim and Krysten will collect items such as lunch money, parent forms, etc. from the classrooms.
- Teachers will notify the office when students need to see the school nurse, principal, or counselor.

Cleaning iPads

- We are 1:1 for student iPads; therefore, students should ONLY use his/her iPad.
- To clean and disinfect students iPads, the following should occur:
 - The teacher will spray the cleaner on a paper towel, and the student will wipe his/her iPad. NEVER spray the cleaner directly on the iPad. For the iPads, paper towels can be used even on the iPad screen since it has a protector.

Cleaning Shared Student Computers (MS Students)

- To the greatest extent possible, shared computers should not be used.
- If it essential that computers are used, the following must occur to clean and disinfect computers:
 - The teacher will spray the cleaner on a microfiber cloth, and the student will wipe the computer down.
 - After cleaning the computers, students should be instructed to sanitize their hands.
 - Microfiber cloths will be laundered on a regular basis.

Dismissal Procedures

- Students (age-appropriate) are required to wear masks during afternoon dismissal times.
- Dismissal will be staggered and use various doors to exit:
 - PS at 3:05
 - Use PS classroom doors
 - Walkers and car riders will be dismissed at 3:10. (11:25 on Fridays)
 - 5th grade should use doors in their hallway

- K-4 should use the main hallway doors
 - MS students, bus riders, and those involved in afterschool activities, at 3:15 (11:30 on Fridays)
 - MS students should use the doors by the gym
 - 5th grade should use the doors in their hallway
 - K-4 should use the main hallway doors
- Students will be encouraged to walk quickly and briskly out of the building.
- Keep interactions with other classes brief. Students need to get to their designated doors as soon as possible.

Before & After School Programs

- Thunder Learning Center (TLC) (PS to 3rd):
 - In order to better increase social distancing, grade levels served by this program will be limited to Preschool (PS) students to 3rd-grade students. Previously, 4th and 5th graders could attend, but it will be limited this year. Additionally, parents need to be aware of the following guidelines:
 - TLC will be held outside to the greatest extent possible.
 - When students are not outside, all students and staff will be required to wear face masks or maintain six feet of social distancing space since this will be a mixed group of students.
 - In Yellow Level, parents need to be aware that if the level of community transmission shifts from low to moderate as determined by local/state officials, TLC will be restricted to even fewer students or possibly discontinued.
- Project Success (K-8th):
 - Masks will be required to be worn at Project Success.
 - We will continue this program, but it will be in a limited structure. We will schedule students with adult tutors who have been in their cohorts throughout the day.
 - In Yellow Level, Project Success will be eliminated
- Thunder Power Hour (TPH) (6th-8th):
 - We will continue this program with the following guidelines:
 - The adult tutors for Project Success will have been in the students' cohort group throughout the day.
 - It is possible that we may have to limit the number of evenings we offer this program depending on the availability of staff.
 - Since this is a mixed group of students, all students and staff will be required to wear face masks or maintain six feet of social distancing space.
 - Parents need to be aware that if the level of community transmission shifts from low to moderate as determined by

local/state officials, TPH will be restricted to even fewer students or possibly discontinued.

- In Yellow Level, Thunder Power Hour will be eliminated.

Visitors & Parents/Guardians

- Any nonessential visitors, volunteers, and outside activities will be limited.
- Lunch guests will no longer be allowed.
- Parents may no longer come into the building to pick up their child for an appointment. Once the parent is seen visually, the secretary will direct the student to exit the building. The secretaries will sign the student in/out.
- Parents may no longer come in the building to drop off lunch, uniform, etc. Parents will be buzzed in and a table will be in the vestibule. They will drop the item off on the table.
- Virtual options for parent meetings and conferences (IEP Meeting, SIT Meetings, Parent/Teacher Meetings, etc.) should happen whenever possible.
- If parents want to meet with administration, counselors, and/or teachers, an appointment must be made. First preference, if possible, is to do the meetings via phone or video conference call.
- Procedures for visitors if allowed in the building:
 - All adults/visitors are required to wear a mask. The school will have a supply in case someone does not have one.
 - All visitors need to answer the questions posted at the entrance and have a temperature check before being allowed to conduct business.

SPPS Students

- At this time, SPPS students may attend for band and special education services. While here, they must follow established classroom protocol for health/safety including going through the thermal imaging camera to check for temperatures.
- Regarding SPPS students, a plan is in place if an SPPS student is diagnosed with COVID-19 as that would affect those teachers and students in the room with that student.

Meeting the Social-Emotional Needs of Students

- Counselors will take the lead in creating social-emotional lessons for all students at NCEMS to deal with the stress of COVID-19.
- Counselors will also offer guidance and assistance to any student who receives instruction in the hybrid model for more than five days or through the Parent Choice Remote Learning option.