

VIII. Appendices-COVID Changes

Chester Academy will be operating according to the guidelines laid out in the [Chester School District Reopening Plan, accessible on the SAU website](#). Please refer to the Reopening Plan for details about the instructional models used this school year. In this section of the handbook we outline in more detail some of the changes to our operating procedures when in the building.

Attendance

Arrival/Dismissal by Car

With limited space on the bus, we are asking parents, if possible, to drive their children to and from school. Morning drop off begins at 8:20 AM and lasts until students are in the building. Signs will be posted to assist with traffic flow. The parking lot will be closed to families during drop off and pick up time. Students cannot be dropped off in the parking lot or any location other than the drop-off area. Families should enter the Chester Academy roadway and form two lines of traffic up to the main crosswalk area.

Family members should remain in the vehicle. Students should remain in the vehicle until the attestation form verification happens. If the student does not have a completed attestation, families will need to submit that before the child can exit the vehicle. Families will be asked to park in the parking lot while they complete this process so as not to hold up the line and to reenter the commuter line when the attestation is completed. Only when the attestation has been verified by a staff member will students be invited to exit the vehicle and enter the school building.

Our school building will be closed to any member of the public from 2:30 - 3:30 PM daily so that we can focus on the safe dismissal of our students. The parking lot will be closed during these times as well. If parents wish to dismiss their child(ren) early, they must do so before 2:30 PM or wait until the dismissal process begins at 3:00 PM and pick their child up as a commuter.

When entering the property to pick up a child at the end of the day, families should form two lines of traffic up to the main crosswalk area. While lined up, parents will be asked for their children's names so that we can call students down in small groups as their ride arrives. Although dismissal technically begins at 3:00 PM, there may be times when we begin dismissal a bit earlier in order to accommodate the anticipated

increase in traffic flow. Parents will then be invited to move forward into the enlarged pick up area to gather their children.

Due to enlarging our pick up area, which extends from the front door area all the way down to the end of the softball field, the crosswalk between the playground and the parking lot will be closed. The parking lot and school building will also be closed to non-staff. All families picking up students must go through the dismissal line. Children will be called down for dismissal as 18 their vehicle arrives and should go directly to their vehicle once outside. For their safety, children must enter the vehicle on the passenger side.

When exiting the pickup area, parents are asked to drive slowly and be aware of others exiting around them. Parents whose children have not arrived from their classroom may be asked to pull up while waiting for their child so that others may gather their children.

Arrival/Dismissal by Bus

Children will be assigned to one bus that goes to a designated bus stop based on their home address. Families where children reside at different homes on different days and need transportation to two different addresses may reach out to the school. These requests will be accommodated if possible. The District will not be able to accommodate sporadic busing to locations other than the student's home.

Expectations of Families/Caregivers:

- a. Families will practice enhanced hygiene at home (e.g., increased hand washing)
- b. Families will monitor for signs and symptoms of COVID-19 and complete a daily attestation before their child(ren) leave for the bus stop
- c. Families will talk frequently with students about the importance of cleanliness/hygiene as it relates to being around others
- d. Students should wash/sanitize hands immediately prior to going to the bus stop
- e. Families will make sure students have a mask before leaving to go to the bus stop
- f. Sharing items will not be allowed (e.g., toys, school supplies, educational materials)

Bus Stop Etiquette:

- a. Please do not bring ill children/family members to the bus stop
- b. Maintain social distancing at the bus stop (when there are multiple families)

- c. Sharing items will not be allowed (e.g., toys, school supplies, educational materials)
- d. When appropriate (i.e., when social distancing cannot be maintained) wear a mask
- e. Masks will be required to be worn on the bus

Boarding & Exiting the Bus:

- a. As the bus approaches, form a line with adequate space between children to allow orderly boarding
- b. Put on a mask when lining up (if it is not on already)
- c. On the bus students will be assigned a seat (no more than two students per seat)
- d. Sharing items will not be allowed (e.g., toys, school supplies, educational materials)
- e. At the school, buses will be assigned a drop off door to allow social distancing while entering the building
- f. Upon arrival students will file off the bus from front to back and walk directly to class
- g. These procedures will be followed in reverse for dismissal

Bus Safety:

In addition to the typical safety measures in place when riding buses, the following additional safety precautions will be in place due to COVID-19.

- a. The bus company will follow a regular schedule to disinfect the school bus. In addition, high-touch surfaces will be disinfected by the bus company before each bus run.
- b. Windows on the bus will be opened to the first detent to facilitate air exchange (in both warm and cold weather, but not in driving rain).
- c. Families of students who are disruptive or not following the guidelines above or who are behaving inappropriately may be asked to provide their own transportation to/from school (the intention is not to deny families access to busing, but safe transportation for all is the priority).

Late Arrivals & Early Dismissals

Parents/guardians are to report to the main office to drop off their children or to have their children dismissed and to sign them out. All communication and signing in or out will take place in the vestibule. If a student is arriving late, the office staff will confirm the daily attestation and admit the student. For early dismissal, the office

staff will call for the student who will report to the office for dismissal while the parent/guardian waits in the vestibule.

Daily Attestation

Parents will complete a daily online attestation form each morning including answering questions regarding their exposure to COVID-19 and related symptoms for each Chester Academy student in their family prior to their arrival at school. It is crucial that parents complete the form each morning and not the previous night. Parents whose child arrives at school on the bus without the necessary documentation or documentation form from the previous night will receive a phone call home and be required to complete the online form prior to their child entering the classroom. Parents who provide transportation and arrive at school without the necessary documentation or documentation from the previous night, will be required to complete the online form on site prior to their child entering the building.

All staff will also complete a daily online attestation form each morning prior to entering the building similar to the student form. Attestation Forms will be reviewed daily to prevent exposure.

Daily Attendance for Telepresent or Remote @ Home Students

If a student is attending school through either telepresence or remote @ home, they are expected to be online six times daily as designated by the classroom teacher. These six times correspond to the following content areas/times:

- In grades K-5:
 - Morning Meeting
 - Math
 - Reading
 - Writing
 - Science/Social Studies
 - Integrated Arts
- In grades 6-8:
 - Morning Meeting
 - Math
 - English/Language Arts (ELA)
 - Science
 - Social Studies

- Integrated Arts

Attendance will be taken at each of these required log-in times and recorded in Powerschool.

Daily attendance will be calculated according to the attendance at each of the six log-in times listed above. The table below will be used to determine a daily attendance status:

Status	Description
Present	Missed at most one of the six log-in times
Half Day	Missed two or three, or four of the six log-in times
Absent	Missed five or six log-in times

General School Information

Lockers

Lockers will not be used in grades 5-8. Students will be allowed to bring their backpack and belongings into the classroom.

Masks

All staff and students are required to wear a cloth mask when leaving their vehicle and preparing to enter the building and while in the building. For students in preschool mask wearing will be taught, practiced and students will be encouraged to wear them. Students in Kindergarten through 8th grade will be required to wear face masks. Mask breaks combined with appropriate physical distancing measures and extra recess outdoors will be scheduled throughout the day. Parents should provide their child(ren) with cloth face masks. Reusable masks should be washed daily. Based on guidance from health authorities neck gaiters, open-chin triangle bandanas and face covering containing valves, mesh material or holes of any kind will not be considered appropriate face coverings.

Mask breaks are designated times when masks may be removed. Teachers will schedule planned mask breaks and may add mask breaks as needed. Mask breaks may take place indoors or outdoors and all persons will be at least 6 feet apart during a mask break. Mask breaks will last for approximately 5 or so minutes.

Open House

We will not be holding a traditional Open House due to health concerns.

Recess

All students will be having daily recess with students in their cohort. Students will wash/sanitize their hands before and after recess. They will continue to adhere to the safety measures in place (mask wearing, physical distancing) while at recess. Teachers may take this opportunity to have a mask break with their students following the established guidelines.

Telepresence

If the school is in the Adapted in Person model, parents have the option to keep their child home and participate in school through telepresence. The teacher would be in the building teaching to a group of students who are in the classroom. Students at home would be given a schedule from their teacher of when they are expected to login and virtually join their classroom. The lesson will be shared via the computer with the students at home. All students, whether in person or at home, will be able to ask and answer questions. Telepresent students will not spend all day logged into their classroom, but will spend part of their day working independently on work assigned through Google Classroom. Students attending via telepresence will use Google Classroom to view assignments, access resources, and turn in work. Telepresence sessions will not be recorded by the district or by parents due to privacy and legal requirements.

Visitors/Guests/Volunteers

At this time, Chester Academy is not allowing any visitors, guests, or volunteers to enter the building.

Water Fountains

Students are encouraged to bring a refillable water bottle to school. The only part of the water fountain that will be accessible is the filling station.

Student Assessment

Grading

Grading will continue in the same manner that was in place prior to remote learning last spring. See Grading System in this handbook for more information.

Student Activities/Services

Extracurricular Activities

At this time, Chester Academy will not be offering any on-site after school extracurricular activities. This includes Homework Help and Power Hour. There has been no decision at this time regarding the after school sports program.

Food Service

Breakfast, snack, and lunch will be eaten in the classroom. Students will be asked to remain seated at their desks while eating lunch and face forward away from other students. Students and staff will remove their masks to eat and will put masks back on immediately after eating. All persons will wash hands or use hand sanitizer before and after eating and removing/redonning their masks.

Students will let their teacher know in the morning if they are buying lunch. There will be a hot and cold offering. The kitchen staff will bring the bagged lunch to the classroom. All items will be individually wrapped and disposed of after lunch.

Health Services

If a student is exhibiting a possible COVID-19 symptom while at school, they will be brought to the gym where we have created a safe, private area. We have constructed ten personal spaces in a portion of the gymnasium for this purpose. The nurse will verify the symptom as COVID related and will call a parent to come and pick up the child. The child will remain in this area until parent arrival. The child will need to be picked up promptly to protect the health and well being of the school community. Parents will be provided guidance from the nurse on duty.