

# Shiloh Guidelines in the Hybrid Setting

## 1. What will the hybrid school setting look like?

- Students are able to attend school in person two days a week and remain virtual 3 days. A student will attend either in A cohort (Monday/Tuesday) or B cohort (Thursday/Friday).
- All students will remain virtual on Wednesday.
- Students will have the option of remaining virtual the entire week.
- Students attending school in person will transition to their related arts/specials classes in the normal rotation of the traditional day and in the corresponding classroom. Students will switch classes as determined by their assigned schedule.

## 2. What will hybrid teaching look like?

- Teachers will teach students both in person and synchronously for virtual students on Monday, Tuesday, Thursday, Friday.
- All students will receive virtual synchronous learning on Wednesdays.
- Virtual students will receive instruction by the teacher while teaching students in the classroom.
- Students in school will follow their normal schedule. The teacher will communicate with the virtual students when they should join the class through Google Classroom.

## 3. What will classrooms look like?

- Classroom desks will be spaced 6 feet apart to the extent possible. Students will be expected to remain socially distanced and 6 feet apart.
- Students will use materials, manipulatives, books, and other resources to support and enhance instruction.

## 4. Will students wear cloth face coverings in school?

- Students will be required to wear a cloth face covering while on the bus and in school. The CDC recognizes that wearing masks may not be possible for some people. In unique situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns.
- Adaptations and alternatives will be considered whenever possible to increase the feasibility of a student wearing a mask or to reduce the risk of COVID-19 spreading, if it is not possible to wear one. If a parent is concerned about their child wearing a mask, they should consult with their healthcare provider.

## 5. Will classrooms be cleaned and disinfected?

- Teachers will have access to cleaning materials to support cleaning needs in between class switches and when needed during instructional time.
- Custodial staff will clean classrooms each evening. More thorough disinfecting will take place on Wednesdays.

## 6. What materials will be used in related arts and special areas classes?

- Students will be taught the related arts/specials areas curriculum standards. Students will use individualized materials to the extent possible to complete the activity or project.

- Physical Education classes will be outside when weather permits. Social distancing will be maintained during instruction.

**7. How to determine if I should send my child to school?**

- CCPS is utilizing a self-screening process to reduce the spread of COVID-19 within our community. With the current COVID-19 Pandemic, it is even more important that students stay home from school if they are sick or not feeling well.
- If your child had a positive COVID19 test within the last 10 days, they should NOT come to school.
- If you believe your child has symptoms consistent with COVID-19 or has been exposed to someone with COVID-19, be sure to stay home from school and contact your child’s school nurse and principal.
- The student should stay home if the answer is “Yes” to the following questions..

Does my child have one of these symptoms?	Does my child have two or more of these symptoms?
<ul style="list-style-type: none"> <li>• Cough</li> <li>• Shortness of breath</li> <li>• Difficulty breathing</li> <li>• New loss of taste or smell</li> <li>• A fever of 100 degrees or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Chills or shaking chills</li> <li>• Muscle aches</li> <li>• Sore throat</li> <li>• Headache</li> <li>• Nausea or vomiting</li> <li>• Fatigue</li> <li>• Congestion</li> <li>• Runny nose</li> </ul>

**8. What happens if my child becomes symptomatic during the school day?**

- Students who become symptomatic during the school day will be evaluated by the nurse and sent home if needed with direction regarding isolation and quarantine. The parent should pick-up the student as soon as possible or have someone designated on the emergency card to do so.
- If your child is a close contact (closer than 6 ft for 15 minutes or more) of a symptomatic child or staff member, they will be sent home and provided guidance regarding quarantine as well. The parent should pick-up the students as soon as possible or have someone designated on the emergency card to do so.
- In addition to phone contact, students sent home from school will receive letters from the Carroll County Health Department regarding their particular situation.

**9. What is the close contact protocol for staff and students?**

- If a student or staff member is considered to be a close contact of a student displaying COVID-related symptoms or of someone who has been tested positive for COVID, they will need to be picked up by a parent/guardian.
- These students and staff members will be moved to a separate location until a guardian picks them up.
- Anyone in close contact with someone who has tested positive will need to quarantine for 14 days from when they were exposed to the person who is positive.
- Anyone in close contact with someone who is displaying COVID-symptoms, must quarantine for 14 days or until the initial person receives a negative COVID test.

- If a student in your child's classroom is COVID positive or displaying symptoms, but your child is NOT a close contact you will still be given a letter regarding this information.

**10. Can I drop something off for my student if they forget something like their lunch or school supplies?**

- Yes, but please call ahead. We will place a box out front so parents can drop off items for students. Please let the office know when you have dropped off the items so we can call the student to retrieve the items.
- Please label these items with your child's name and grade

**11. Will visitors be allowed in the building?**

- Visitors will not be allowed in the building at this time unless they have a pre-arranged appointment. Please feel free to call the school office or email the requested staff member to help you with your need or to drop off items.
- Meetings such as IEPs or 504s will be arranged using a virtual meeting platform.

**12. How will visits to the school counseling office be handled?**

- Students can access the virtual offices through the counselor's email and sign up for appointments.
- No "walk-ins" will be taken in the school counseling office unless the student is in crisis.
- If a student needs to see a school counselor privately, the teacher will email the counseling office and the counselor will walk down to the classroom to pick up the student.
- A student with a school issued "flash pass" may use their flash pass if needed.
- Due to social distancing, counselors will conduct some student meetings virtually during the student's non-cohort day.

**13. Health Suite Hybrid Operations**

- Any student who comes into the Health Suite will be at higher risk of exposure to COVID-19 and other pathogens despite our best efforts.
- When a student needs to see the nurse, the teacher will call down to let her know a student is on the way. The student will maintain social distance in the health office suite.
- Food and water will not be given out through the Health Suite unless medically indicated.
- The school nurse will continue to treat significant injuries but encourages staff to address minor cuts and injuries, such as paper cuts, outside the health room. Each teacher has been provided with a small first aid kit.
- The school nurse will not be able to assist students for equipment repair, such as eyeglasses, shoes, and book bags.

**14. Health Protocol in Classrooms**

- Classroom desks have been spaced apart to provide for social distancing.
- Students and teachers will keep masks on at all times during classroom instruction.
- Hand sanitizer stations have been placed in every classroom and in the main lobby. Students are allowed to bring their own sanitizer with them as well.
- We will do our best to limit the sharing of materials. If possible, please send your child with the supplies on the school supply list such as binders/pencils/pens, glue sticks, etc...
- Students will not be changing or using the locker rooms. Students will need to wear appropriate clothes for physical activities.

- When students are outside, they must wear the mask in route to the activity, but do not have to wear the mask during the activity.
- Students will not be asked to participate in activities that would prevent social distancing.

**15. Staffing/Substitutes**

- If a substitute is needed, they may not be able to provide live synchronous instruction on those days. We will do our best to post in the google classroom stream if this occurs so that virtual students are aware.
- As a school, if we do not have enough staff, we may need to make the decision in the evening to move to full virtual instruction for the following day.
- If in the morning, we realize we do not have enough instructional staff, we may need to close early that day for students.

**16. Cleaning the Building**

- The building will be cleaned and sanitized each day between 2:00 p.m. and 10:00 p.m. In addition, deep cleaning of the building will occur every Wednesday.
- Throughout the school day, bathrooms will be monitored and disinfected.

**ARRIVAL PROCEDURES**

**17. Buses**

- All students riding the bus will be required to wear face covering for the entire time that they are on the bus. Exceptions for special need students and students with medical conditions must be pre-approved by school administration.
- If a student gets on a school bus without a mask, one will be provided by the driver.
- If a student arrives to school without a mask, they should come to the front office immediately to obtain one.
- Students will be sitting 1 per seat, unless they sit with a sibling.
- As students enter the bus, they will fill in seats from back to front.
- The seat behind the driver will remain empty.
- Bus windows and roof hatch will be open as much as possible for air flow/ventilation.
- Students will be assigned seats and must utilize these seats for the AM and PM bus rides.
- Bus drop off will remain in the front of the school. Doors will not open until 8:00 am. As students enter the building, they should report directly to homeroom. Upon arrival, school staff will ensure all students are wearing a mask.
- Should you have any questions regarding these procedures and/ or your child's transportation during COVID 19, please contact the Transportation Services Department at 410.751.3229.

**18. Parent/Guardian Drop Off**

- Student drop off will remain on the side parking lot (parking lot to the right as you face the front of the building).
- Students will not be permitted to enter until 8:00am. Upon arrival, school staff will be ensuring all students are wearing a mask.

**19. Walkers**

- Students who walk to school may enter through both the front entrance and 7<sup>th</sup> grade doors.

- Students will not be permitted to enter the building until 8:00 am. Upon arrival, school staff will ensure all students are wearing a mask.

**20. Breakfast**

- Breakfast is free for all students. Students may pick up a bagged breakfast as they enter the building and eat in the classrooms.

**21. Wednesday Weekly Hybrid Take Home Meal Distribution**

- Wednesdays will become our **Only** Meal Pack Distribution Day for any child 18 and younger. This will include all our students electing to remain virtual.
- In addition to our existing 11:00 am to 1:00 pm contactless pick up we will offer a 7:30-8:30 am pick up as well.
- Meal packs will be for 5 or 7 days in size depending on if a child is participating during hybrid in school. This will be an “honor” system question asked at pick up.

**22. Water Fountains**

- The water fountains have been turned off and a water filler will be installed in the cafeteria.
- Students are encouraged to bring a full bottle of water in a clear water bottle. Refills will be in the cafeteria and supervised by a staff member.

**23. Lockers**

- Students will not be using lockers during hybrid and will carry their backpacks to classes throughout the school day.
- Teachers will help students to modify the school supply list to lighten the load.

**24. Daily Attendance**

- Teachers will have a roster divided by cohort. They will take attendance of the students who are scheduled to be in the building for safety and accountability purposes. Students who are physically present, will not be required to record their attendance for that day in the Google Attendance form.
- Students who attend virtually will still be required to report their attendance in the Google Classroom.
- Parents will receive an email if their child is reported absent.
- Parents may email absence notes to [smsattendance@carrollk12.org](mailto:smsattendance@carrollk12.org)

**25. Early Dismissals**

- Parents should email [smsattendance@carrollk12.org](mailto:smsattendance@carrollk12.org) by 9:00 am. The student will be given a pass once we receive the email.
- At the time of dismissal, an office staff member will meet the parent in the lobby to release the student.

**26. Class Changes**

- Students will follow the designated traffic flow patterns and remain on the right side as identified and marked on the floors.
- Hallway traffic will be kept moving to prevent students from congregating.
- Students will be required to wear a mask during all class changes.

**27. PRIDE Time**

- Students will rotate classes during the week for PRIDE but will not be permitted to leave the classroom once it starts except to use the bathroom or for early dismissal.
- The Google Meet will remain open for students at home to ask questions.

**28. Media**

- If your child is interested in curbside pickup of Media Center materials, check out the information and complete the Google Form on the Shiloh Media webpage. It includes a short video with instructions for logging into Destiny and placing a hold on items your child would like to borrow.
- Available pickup dates are Mondays from 9-11 a.m. and Thursdays from 1-3 p.m. Please be sure that your child has returned any items borrowed last year from our Media Center or from that of a previous school. If you still have those items from last school year, please drop them off at Shiloh in a sealed bag with your child's name on the outside.
- The returned items will be sent to the school from which they were borrowed. We hope you'll consider giving curbside pickup a try!

**29. Bathroom Usage**

- Access to the bathroom will be limited to three students at a time in the academic areas and two students in the cafeteria bathrooms.
- Every other urinal in the boy's bathroom has been covered.
- Every other sink has been covered in all bathrooms.
- Bathrooms will be disinfected throughout the school day.

**30. Lunches**

- In order to provide appropriate social distancing, lunch shifts have been assigned by team and students will have assigned seating in the cafeteria.
- Students will be permitted to remove their masks while they are eating or drinking. Students will be asked to put their masks back on when they are finished eating.
- School lunches will be supplied free of charge for all interested students.
- Students who want a school lunch will go to the lunch pick-up station and request either Lunch 1 (hot) or Lunch 2 (cold).
- The pick-up station has been equipped with a plexi-glass partition.
- Tables will be sanitized in between lunches.

**DISMISSAL PROCEDURES**

**31. Buses**

- Buses will be called via the PA system to help with social distancing.
- Students will be assigned seats and must utilize these seats for the AM and PM bus rides.

**32. Parent pick-up**

- Parent pick-up will start at 3:00 to allow for buses to leave the school.
- Student pick up will occur in the side parking lot (parking lot to the right side of the building when facing the building).
- When picking up your child, please wait in line until your child comes out to the vehicle.

**33. Student Expectations for Hybrid**

- Students and staff are required to wear a cloth face covering the entire day, except when eating lunch, outside at recess, or if outside for PE. Gators, bandanas, and masks with valves are not recommended and must meet dress code criteria.
- Students are expected to use the designated traffic flow throughout our hallways.
- For safety reasons, students must use social distancing when talking with others.
- For safety and contact tracing, students will have assigned seating at desks within the classroom and the cafeteria.
- Students must have a pass to leave class. Students are expected to use the closest restroom. Only three students at a time in the bathrooms.
- Only non-flavored water in a clear container is permitted in the classrooms.
- Students must follow the CCPS dress code.