



WNSC Opening Day

August 13 – First Staff Day

August 14 – First Student Day

This document contains pertinent information regarding the reopening of WNSC to its students and staff for the 2020-2021 school year. The aims are to (1) reopen our schools to the students and staff of our community in a safe and orderly manner; and (2) to meet the educational needs of each individual student and family unit.

Key elemental changes from the 19-20 school year to the 20-21 school year are:

A. **Hours of Operation:** Students in grades k-5 will attend school from 7:50 to 2:15 each day. Students in grades 6-12 will attend school from 8:45 to 3:30 each day. This allows for dual bus routing and to reduce the number of students on each bus daily. Busses will be cleaned between routes.

B. **School Week:** Students in grades k-12 will attend school Monday through Thursday of each week with Friday serving as an eLearning day. Fridays will be utilized for the cleaning of all WNSC facilities and the time without students present will aid in giving the virus time to die if it is somewhere on a surface, whether it be on a bus or on a surface in a building. Fridays also serve as a time for teachers to supervise eLearning and to plan both online and in person lessons for the following week. Staff will be in the buildings on Fridays collaborating and building curriculum. Food service will continue on each Friday via a summer feeding model.

C. **Cleaning:** In an attempt to assist in the cleaning and maintenance of each building, an additional custodian will be working during school hours with the primary focus on cleaning and sanitizing. Cleaning supplies will be available in each classroom. Students and staff will do their part by attempting to have the room ready for deep cleaning by the custodial staff at the close of each school day.

D. **Delivery of Service:** WNSC recognizes and understands the varying degrees of perspectives when it comes to the health, safety, and well-being of the students and families of this community. Therefore, two educational delivery options for students have been made available for the 20-21 school year. First, families may choose the traditional school model by attending school each day in person. The second option is for students to do school virtually through the newly created WN Virtual Academy which is an E-Learning option. Families will be asked to choose the option that best fits their needs during registration the first week of August.

E. Specific building level plans for West Noble Primary, West Noble Elementary School, West Noble Middle School, and West Noble High School are included later in this document.

This plan is subject to change upon relevant and pertinent information that would reasonably cause amending.

Guidance from the Noble County Health Department is that a person can contract the virus when within 6 feet for more than 15 minutes of a positive carrier of COVID-19 in addition to touching a surface where the virus is active and then touching one's facial area. WNSC will work diligently to ensure the safety and well-being of each staff member and student by social distancing when possible, increasing cleaning and disinfecting according to state and federal recommendations, working closely with community, state, and Federal agencies. WNSC will follow the Governor and Health Department guidelines regarding the wearing of masks. Any non-school person wishing to enter the school building during the school day will be required to wear a mask.

Considerations and Recommendations for WNSC

The following guidelines were developed based upon the guidance released by the Indiana Department of Education (IDOE), the Indiana State Department of Health (ISDH), The Noble County Health Department, and the Indiana Family & Social Services Administration (FSSA) on June 5, 2020 titled “Indiana’s Considerations for Learning and Safe Schools (IN-CLASS).” WNSC staff also evaluated guidelines submitted by other states including the Georgia Department of Education and the Georgia Department of Public Health’s “Path to Recovery for K-12 Schools” as well as Parkview Health’s “Framework for a Healthy Opening.” WNSC staff have been involved in multiple meetings to develop our specified protocols utilizing state-level guidance along with the CDC’s “Opening Up America Again” guidelines and Indiana’s “Back on Track” plan. The WNSC Reopening Plan provides a tiered approach with clear, actionable steps that are advisable before students and employees return to school buildings, along with guidance that is applicable throughout the 2020-2021 school year. This approach is built upon the guidance and recommendations of health officials; it is strongly aligned to the reopening guidelines that have been provided by our state and federal leaders; and it’s designed to help prioritize the health and safety of students and teachers. This plan is subject to change as new and pertinent information is learned and guidance from state Health Departments change.

A special thanks to the following individuals for their efforts in the development of our reopening plan: Mike Burke, Chad Wilson, Gene Teel, Melanie Tijerinia, Barb Fought, Kris Kinel, Danielle Long, Brandon Chordas, Mark Yoder, Deb Rodriguez, Loreen Lemon, Mike Weimer, Jennifer Duncan, Brenda Yoder, Anne Lowe, Steph Montgomery, Anne Lowe, Stan Loos, Barbara Fought, Brian Shepherd, Danielle Sitts, Jenna Risedorph, Susan Stackhouse, Greg Baker, Robin Nash, Sarah Wilson. There have been many other valued staff, parents, and community members who have provided input and WNSC is appreciative of their input and guidance and perspective.

WNP Reopening Plan

Daily Procedures/Schedule

- Official school hours; Student day 7:50-2:15, Staff day 7:30-3:30
- Arrival
 - Kindergarten will enter through Door 1 and first grade will enter through Door 10.
 - Kindergarten students will be dropped off on Grand Street and enter through Door 2. First grade students will be dropped off in small U and enter through Door 10. The kids will go straight to their rooms.
 - Grab and go breakfast will be provided in the cafeteria and eaten in rooms.
- Use of restrooms
 - Teachers will be assigned to specific restrooms to help minimize contact in restrooms. Teachers will schedule restroom breaks for their class. Only 1 class should be in the restroom at one time.
 - Water fountains should not be used. Students can only use the bottle fillers for water. Water bottles need to be sanitized with cleaning wipes before filling. They need to bring their own water bottles.
- Morning Meeting Check-In, Health Checks.
 - Students will do a self check each morning before coming to school. A checklist sheet will be provided to families.
 - Each morning teachers will "screen" kids by what they say or how they act. Teachers are encouraged to ask kids if they live with anyone who has COVID and if they took medicine in the last 24 hours for a fever.
 - Attendance and lunch count should be entered in Skyward by 8:15.
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- Instructional Time/Focus
 - Teachers will have the following scheduled instructional time blocks: 90 minutes ELA, 60 minutes Math. The remainder of the day will include instructional time for writing, social studies, science, health, oral language acquisition and specials.
 - Support staff will be assigned to 2-3 rooms max.
 - 30 minute special classes in rooms or outside. Specials will be taught in 3 or 4 week blocks to same classes to limit contact.
- Lunch
 - Teachers will supervise their own class during lunch.
 - Classes assigned times to eat lunch in the cafeteria or in their classrooms.
 - Disposable trays will be provided to those that are eating in their classroom.
- Recess
 - Teachers will schedule their own recess and assistants will supervise.
 - Each class will have an assigned section on the playground to stay in. They cannot mix with other classes.
 - The playground equipment may be used.
- Dismissal

- 3 dismissals: 1st dismissal pick-ups, 2nd dismissal busses, 3rd dismissal busses.
- Students will be dismissed according to their dismissal time. Kindergarten will exit through Door 1, first grade will exit through Door 10, and pick-ups will exit through Door 4.

Room Set-up

- Assigned seats with plexiglass dividers.
- Closets should not be used to store student coats, bookbags unless closets have cubbies.

Health and Safety

- Nurse's offices
 - The nurse's office close to the main office will be used only for any child that needs to sleep or any child that only needs to change clothes.
 - The empty classroom in the east kindergarten hall will be the primary nurse's clinic for students that have COVID symptoms and/or are being sent home.
 - Nurse Denise will provide procedures and information for teachers about when to send kids to nurse and other important information.
- Use of masks
 - WNSC will follow the Governor and Health Department guidelines regarding the wearing of masks.
- Cleaning supplies, hand sanitizer, and disposable masks will be provided for each classroom.
- No pets, or cadet teachers will be allowed in the building. Visitors will not be allowed in the building without an appointment.
- Parents picking up a child should call the school and remain in their vehicle. The student will be brought to them.
- There will be no field trips, music programs, convocations.

WNE Reopening Plan

Daily Procedures/Schedule

- Official school hours; Student day 7:50-2:15, Staff day 7:30-3:30
- Arrival
 - 2nd and 4th will be dropped off at the front door and third grade will be dropped off at east wing doors.
 - Parents will drop off and pick up kids at the back gym door. Drop off time starts at the same time 1st buses arrive. The kids will go straight to their rooms.
 - Grab and go breakfast will be provided in each wing and eaten in rooms
- Use of restrooms
 - Teachers will be assigned to specific restrooms to help minimize contact in restrooms. Teachers will schedule restroom breaks for their class. Only 1 class should be in the restroom at one time.
 - Water fountains should not be used. Students can only use the bottle fillers for water. They need to bring their own water bottles.
- Morning Meeting Check-In, Health Checks.
 - Students will do a self check each morning.
- Instructional Time/Focus
 - Teachers will schedule their own instructional time blocks: 90 minutes ELA, 60 minutes Math
 - support staff will be assigned to 2-3 rooms max. Students will stay in rooms and not be pulled out.
 - 30 minute special classes in rooms or outside. Specials will be taught in 3 week blocks to same classes to limit contact.
 - Social Emotional Learning with Mrs. Crick
- Lunch
 - This is the teacher's duty free time. Someone else will supervise while students eat.
 - Classes will be assigned a 30 minute lunch time.
 - Students will eat lunch in the cafeteria or gym.
- Recess
 - Teachers schedule and cover their own recess
 - Each class will have an assigned section on the playground to stay in. They cannot mix with other classes.
 - The playground equipment may be used, activities painted on asphalt
- Dismissal
 - 3 dismissals: 1st dismissal buses, 2nd dismissal pickups, 3rd dismissal buses.
 - Students will exit the same doors they enter in the morning.

Room Set-up

- Assigned seats facing one direction.
- Students should sit in assigned seats, facing one direction.
- Flexible Seating-
 - Students should have an assigned area in the room and do not move from it for that week. Flexible seating options must be able to be easily wiped down. Fabric couches or chairs cannot be used..
- Closets should not be used to store student coats, bookbags unless closets have cubbies.

Health and Safety

- Nurse's offices
 - Nurse Anne's main office will be moved to another classroom. The old nurse's office will be a COVID room for students who have symptoms and/or are being sent home. Teachers will always send students to Anne and she will determine where they go.
 - Nurse Anne will provide procedures and information for teachers about when to send kids to nurse and other important information.
- Use of masks
 - WNSC will follow the Governor's and Health Department guidelines regarding the wearing of masks.
- A second custodian will be moved to the first shift to help with cleaning.
- Cleaning supplies, hand sanitizer, and disposable masks will be provided for each classroom.
- No pets, or cadet teachers will be allowed in the building. Visitors will not be allowed in the building without an appointment.
- Parents picking up a child should call the school and remain in their vehicle. The student will be brought to them.
- There will be no field trips, music programs, convocations.

WNMS Re-Entry Plan

- **Schedule**
 - 5th Gr. Student day 7:50-2:15, 6,7& 8th Gr. Student Day 8:45-3:30, Staff day 7:30-3:30
- **Arrival**
 - 5th Grade will enter through the front door; 6th Grade will enter through the front door (later time), 7th Grade will enter through door 6, and 8th grade will enter through door 9
 - Parents will drop off and pick up kids in the South Gym Lot. Drop off time starts at the same time 1st buses arrive; 7:30 AM for 5th grade and 8:30 AM for 6, 7 & 8th grades.
 - Students will walk down the sidewalk to their correct entrance. Students will go straight to their rooms with backpacks. No lockers will be used.
 - Grab and go breakfast carts will be provided in each wing and eaten in rooms
- **Use of restrooms**
 - Teachers will be assigned to specific restrooms to help minimize contact in restrooms. Teachers will work with grade-level hallways to schedule restroom breaks for their class. Only 1 class should be in the restroom at one time.
 - Water fountains should not be used. Students can only use the bottle fillers for water. They need to bring their own water bottles. These have been added to the school supply list.
- **Morning Meeting Check-In, Health Checks**
 - Students will do a self check each morning, using the form provided by WN Nurses.
 - Visitors with appointments will be screened.
- **Instructional Time/Focus**
 - Teachers will rotate between 4 classrooms. (Does not apply to 5th grade)
 - Support staff will be assigned to no more than 4 rooms.
 - Students will stay in their assigned cho-hort room and not be pulled out.
 - Cohort groups will be picked up and dropped off by their related arts teacher
 - Social Emotional Learning focus during daily morning meetings
 - Teachers will have a prep period equal to the length of a class period.
- **Lunch**
 - Classes assigned times to go to the cafeteria to get lunches.
 - Lunches will be brought back to rooms to eat.
 - Students and teachers will eat in their cohort classroom
 - Trays will be collected and/or paper trays will be utilized
- **Recess**
 - Admin will schedule and cover one recess (using support staff as well) for each cohort group. This is the teacher's duty-free time.
 - Each class will have an assigned section on the playground to stay in. They cannot mix with other classes.

- The playground equipment may be used.
- Teachers may take their classes outside for instructional purposes and/or for an additional recess.

- **Dismissal**
 - 3 dismissals
 - Students will exit the same doors they enter in the morning.

- **Room Set-up**
 - Assigned seats facing one direction.
 - Flexible Seating-
 - Students should have an assigned area in the room and do not move from it for that week. Flexible seating options must be able to be easily wiped down. Fabric couches/ chairs cannot be used.
 - Closets should not be used to store student coats, bookbags unless closets have cubbies.

- **Nurse's offices**
 - School nurse will use the school clinic. The main office conference room will be a COVID room for students who have symptoms and/or are being sent home.
 - WN Nurses will provide procedures and information for teachers about when to send kids to nurse and other important information.

- **Use of masks**
 - WNMS will follow the regulations set by the Governor and Health department regarding the wearing of masks

- **Additional Notes:**
 - Cleaning supplies and hand sanitizer will be provided for each classroom.
 - No pets will be allowed in the building.
 - Students from other buildings will not be allowed in the MS.
 - MS students will not travel between buildings.
 - MS staff will not travel between buildings.
 - Visitors will not be allowed in the building without an appointment.
 - Parents picking up a child should call the school and remain in their vehicle. The student will be brought to them.
 - There will be no field trips, music programs, convocations.

WNHS Reopening Plan

- Official school hours: Students 8:45-3:30, Staff 7:30-3:30
- Arrival
 - Students will be dropped off starting at 8:25 and will proceed directly to their first period classroom.
 - Lockers will not be issued therefore students will need to provide their own bookbag/backpack.
- Water fountains
 - Water fountains will be bottle fill only and students will need to supply personal bottles.
- Health Checks
 - Teachers will assist students in daily self-screening.
- Instructional time
 - Classes will be conducted with social distancing and safety protocols implemented as feasible. This will change dynamics of classrooms and curricular options.
 - Students will not be traveling to other buildings for Cadet Teaching.
 - Off campus vocational classes are scheduled to run for the foreseeable future.
- Lunch
 - We will be implementing three lunch mods instead of the two lunch mod schedule that was previously planned.
 - We will utilize the auxiliary gym for a second cafeteria to ensure proper social distancing.
 - Use outdoor seating when weather is favorable.
 - Recreational sports activities during lunch time will be discontinued.
- Dismissal
 - Two dismissals
 - First dismissal- Student drivers, parental pickups, and 1st bus dismissal
 - Second dismissal- 2nd and 3rd bus riders
- General Health
 - Cleaning supplies, hand sanitizer, and disposable masks will be provided for each classroom..
 - Parents picking up a child should call the school and remain in their vehicle. The student will be brought to them.
 - There will be no field trips, music programs, or convocations.
- Room Set-up
 - Assigned seats facing one direction.
 - Students should have an assigned area in the room and do not move from it for that week. Flexible seating options must be able to be easily wiped down. Fabric couches/ chairs cannot be used.
 - Closets should not be used to store student coats, bookbags unless closets have cubbies.

- **Nurse's offices**
 - School nurse will use the school clinic. The main office conference room will be a COVID room for students who have symptoms and/or are being sent home.
 - WN Nurses will provide procedures and information for teachers about when to send kids to nurse and other important information.

- **Use of masks**
 - WNSC will follow the Governor and Health Department guidelines regarding the wearing of masks.

- **Additional Notes:**
 - Cleaning supplies, hand sanitizer, and disposable masks will be provided for each classroom.
 - No pets will be allowed in the building.
 - Students from other buildings will not be allowed in the MS.
 - HS students will not travel between buildings.
 - HS staff will not travel between buildings.
 - Visitors will not be allowed in the building without an appointment.
 - Parents picking up a child should call the school and remain in their vehicle. The student will be brought to them.
 - There will be no field trips, music programs, convocations.

- **Alternative Online Education**
 - Students wanting to do online schooling(due to health issues) to reduce risk of exposure can enroll in our onsite alternative school.
 - Low number of students to ensure social distancing
 - No interaction with general student body
 - School hours from 8:45-11:45
 - Highly qualified curriculum
 - Teacher support in classroom
 - IEP and EL support available
 - Alternative entrance/exit to classroom
 - Students work at own pace