



# TUCKER VALLEY ELEMENTARY MIDDLE SCHOOL

81 TUCKER VALLEY SCHOOL ROAD  
Hambleton, West Virginia 26269  
Phone: 304-478-3606 Fax: 304-478-4888

Kelly Thompson, Principal Cynthia Shaffer, Assistant Principal

2020-2021 Return to School Protocols

## Important:

- **Anyone who exhibits symptoms related to COVID-19 should NOT report to work nor be present at a TVEMS facility until cleared by a medical professional.**
- **Anyone seen on TVEMS property exhibiting such symptoms will be asked to leave and consult with a physician immediately. Anyone who has returned from international travel or domestic travel to an area with known community transmission of the COVID-19 virus should self-quarantine for 14 days per US Centers for Disease Control guidelines.**
- **Anyone entering an indoor TVEMS facility or congregating at an outdoor TVEMS facility must wear and maintain a face covering at all times with the only the following exceptions: (per the Governor's executive order)**
  - When alone in one's own office/workspace
  - When eating or drinking
  - When using the handset on one's own office or personal telephone
- **IMPORTANT NOTICE: *The guidance in this framework is subject to change as additional information about the spread of COVID-19 is known. New directives from Governor Jim Justice and public health officials may be forthcoming and may evolve prior to the start of the school year or during the school year. We are prepared to alter our learning plans to comply any new directives and to best safeguard student health and learning needs.***

If you have any further questions, please call Tucker Valley Elementary Middle School at 304-478-3606.

**School Schedule:**

- All schools will open for students on September 8, 2020, with a 5 day per week schedule until such time that Covid-19 cases increase in our county. The health dept. will issue a recommendation to change our phase.
  - Phase I: 5 days a week
  - Phase II: 4 days a week with one day of virtual learning
  - Phase III: Blended 2 days in 2 days out (3 days of virtual learning)
  - Phase IV- Full remote delivery (can only be done by a stay at home order issued by Governor Justice).
  
- The first 4 days of school (9/8- 9/11) will be a “phased” re-entry with a select group of students attending in-person. Students not attending in person will have an assignment to complete while at home in regards to new safety protocols and procedure to review and answer questions.
  - Tuesday (9/8/2020) Students in grades 12, 8, and 4 will attend school in person
  - Wednesday (9/9/20) Students in grades 11, 7, 3 will attend school in person
  - Thursday (9/10/20) Students in grades 10, 6, 2 will attend school in person
  - Friday (9/11/20) Students in grades 9, 5, 1 will attend school in person
  - Students in grades Pre K and K will attend in groups of 5 with their parents during all 4 days. Teachers will contact parents to schedule their time slot. Parents will be required to wear masks and go through a screening process prior to entering the building.
  - All students will report on a normal 5 day a week schedule starting on September 14, 2020 unless our community COVID numbers move us to a different phase.

**Social Distancing:**

- TCS staff are adjusting physical space configurations to allow for a minimum of one meter (3.2 feet) of social distancing between students in classrooms and common areas. According to Dr. Clay Marsh, West Virginia’s COVID-19 Czar, maintaining at least one meter of social distancing has been found to be markedly effective in reducing COVID-19’s spread.
- Students will wear masks when arriving at school, departing school and during any transitions or congregate areas.
- Students in desks will sit in rows (not grouped).
- Students sitting at tables will sit on the same side. No one will be permitted to sit directly across from one another unless dividers used to social distance.
- Students in grades 6-8 will be eating in the cafeteria during three lunch shifts. Students sitting at lunch tables will skip one seat between when sitting beside someone and alternate on the opposite side of the table so that no one is directly across from anyone else.
- Teachers will wear face shields or masks at all times unless they can maintain 6 feet of social distancing from students. If working with students up close, the teacher must wear a face shield or mask.

**School Options:**

- In person learning
  - Students attend classes in person daily

- Staff and students screened daily
- Students will NOT be required to wear a mask while in the classrooms with their “pod” If students have to mix with other “pods” of students (i.e. hallways and buses then they will need to wear a mask).
- Masks will be provided for students who need them.
- Any student who cannot wear a face mask due to a medical condition, including respiratory issues that impeded breathing, a mental health condition or disability, and students who would be unable to remove a mask without assistance will not be required to comply with the masks on the buses or in congregate areas requirement.
- Virtual learning
  - WV Virtual School:
    - Comprised of on-line courses presented by facilitators through the West Virginia Department of Education.
    - Note- TCS teachers do NOT participate in the Virtual Learning Instructional Process.
    - More info: <http://wvde.state.wv.us/vschool>
    - MUST have internet service at home
    - This instruction requires an approved application process, prior to being considered for services.
- Homeschooling
  - All children in West Virginia ages 6-17 years of age are required by statute to receive appropriate educational instruction. Home-based education offers parents an option to fulfill that legal obligation.
    - More info: Tucker Co Schools Attendance/Homeschool Department Amber Kyle ([akyle@k12.wv.us](mailto:akyle@k12.wv.us)) or 304-478-2771

### **Specialized Instructional Options:**

- Remote Learning
  - Must be initiated by Governor Justice statewide or to an individual county to minimize COVID-19 spread by temporarily suspending all in-person learning.
  - Students remain enrolled in their schools and classes.
  - Students receive instruction from TCS classroom teachers by alternate methods. Alternative methods will include online platforms, phone, or hard copy instructional materials.
  - All TCS students in grades 3-12 will be issued a chrome book for use. If we go into a complete remote learning situation and a student in grade K-2 needs a device, we will loan a device to them from our preexisting technology supply in the schools.
- Polar Packets and NTI (Non Traditional Instructional Days)
  - To provide instruction during short term interruptions to in person learning unique to TCS. Lessons are created and delivered by TCS classroom teachers.
  - Delivery methods will include online platforms (Google classroom and Microsoft Teams), phone, or hard copy instructional materials.
  - Snow Days will not need to be made up this year. All snow days will be NTI Virtual Learning days at home.

- Homebound Instruction
  - Is used temporarily for students who are medically home/hospital bound as designated by a specialized, licensed physician. Home bound applications are processed through the TCS Central Office and do not fall under the virtual school. This instruction requires an approved application process, prior to being considered for services.
  - Available for students that are expected to be absence for at least three (3) consecutive weeks.
  - Instruction designed to help students complete academic assignments made during their absence and to facilitate their successful transition back to in person learning.
    - More info: Tucker County Schools Homebound Services  
Kim Lipscomb ([knlipscomb@k12.wv.us](mailto:knlipscomb@k12.wv.us)) or 304-478-2771

### **Transportation:**

- All occupants, will wear a face covering at all times while on the bus, unless medically exempt.
- Bus Operators will wear a face covering while children are entering or exiting bus.
- Windows will be cracked while weather permits
- Hand sanitizer will be made available and mandatory for all occupants upon boarding.
- Students will have assigned seats and will load starting with the back of the bus to the front.
- Students will sit two to a seat. Three to a seat will only be allowed if capacity absolutely requires it and must be from the same home to minimize cross family contact.
- Students MUST ride their assigned bus ONLY. This will prevent overcrowding on buses. If a child is to go to another location (i.e. babysitter after school) then that child must be picked up with “walkers” as we cannot haul additional students on buses causing overcrowding.
- Students will disembark one at a time in an orderly fashion and in seating order from front to back when arriving at school.
- Students will remain seated with hands to self at all times between boarding and disembarking.
- Bus operator will sanitize seats and any surface touched by occupants on boarding/disembarking after every run. Sanitation must be accomplished by approved disinfectant wipe, liquid, or mist.
- Windows must be open to allow for proper ventilation while cleaning bus.

### **School Buildings:**

- All students and staff will enter / exit through a designated entry and designated exit. Bus students in grades Pre K-1 will enter and exit through the doors in the elementary wing. Bus students in grades 2-4 will enter and exit through the doors at the main entrance of the building, and bus students for grades 5-8 will enter and exit through the doors in the middle school wing (under the canopy). Parent drop off and pick up will be at the doors at the back of the building (next to the gym). Parents will not be permitted to enter the building with their child. There will be a staff member at the door to meet each elementary pod to take them to their classroom. Middle school students will walk directly to their classroom.
- All hallway traffic will be distanced with lanes marked and directions indicated. NO touching of walls, lockers, etc. will be permitted.
- Cooks will prepare meals in the kitchen for delivery to the classrooms directly for PreK-5. 6<sup>th</sup> – 8<sup>th</sup> will eat in the cafeteria at 50% capacity.

- Day Shift custodian will sanitize each restroom facility every two hours and common surfaces (door knobs, etc.) continually throughout the day.
- Night shift custodians will sanitize hard surfaces in classrooms, computer labs, etc. every night.
- Students will remain in the classroom throughout the day (including meal times for PreK -5).
  - Students will be issued and/or bring from home all supplies and will not share any supplies with other students. Students should label their names on all personal school supplies. Any equipment required to be used by multiple students will be used by one student at a time and then sanitized after each use.
  - Restroom breaks will be scheduled to avoid cross class contamination.
  - Water fountains will be turned off. Students will be encouraged to bring a single reusable water bottle from home and use bottle filler stations to refill.
  - Recess and PE periods will be scheduled at particular time to avoid cross class contamination (no mixing of classes).

#### **Child Nutrition:**

- Lunch schedules
  - PreK-5 will eat breakfast and lunch in the classroom
  - 6-8 will eat in the cafeteria at 50% capacity
- Social distancing floor markings will be placed throughout the cafeteria.
- All food service employees will wear cloth or disposable face coverings at all times to the greatest extent possible. Reasonable accommodations will be made for employees who cannot wear a mask because of specialized health conditions.
- Cafeteria and kitchen will be thoroughly cleaned and sanitized throughout the day and between every lunch period/transition.
- No self-service in lunch line
- No family style meal service allowed
- No share tables allowed
- Ensure all students wash their hands before and after meal time
- Hand sanitizer will be available in all cafeterias
- Outside space for meals should be available when practicable and appropriate

#### **Visitors:**

- Visitors should be limited as much as possible. If you come to pick up your child you must remain in the office designated waiting space with a mask and be temperature checked while your child is brought to the office.
- Volunteers will not be permitted at this time
- Contract Service providers (OT, PT, Speech, YHS, SGMC) must check in at the office, have their temperature checked and wear a mask or face shield for any time that they are working with a student. This is due to the fact that they work in multiple facilities and to aid in cross contamination.
- IEP, 504, and SAT meetings will be held via TEAMS if possible. If an in person meeting is necessary we can accommodate that if given advanced notice.

- No visitors will be permitted in common areas, cafeterias, classrooms, etc. Deliveries will be held to designated loading areas, which are outside the reach of student traffic.

### **Attendance:**

- Adhere to the following process for allowing a student or staff member to return to school:
  - If a person has had a negative COVID-19 test, they can return to school once there is no fever (without the use of fever reducing medicines) and have felt well for 24 hours.
  - If a person is diagnosed with COVID-19 by a medical professional based on a test or symptoms or does not seek medical attention and has symptoms, he or she should not be at school and should stay home until he or she (or a family member if a younger child) can answer YES to the following questions:
    - Has it been at least 10 days since the individual first had symptoms?
    - Has it been at least 3 days since the individual has had a fever (without using fever reducing medicine)?
    - Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?
- When should you send your child to school?
  - If they have NO SYMPTOMS then proceed to school.
  - If they have exposure but no symptoms do NOT send to school (home for 14 days since exposure).
  - If they have a COVID-19 diagnosis and no symptoms do NOT send to school for at least 10 days since the first positive COVID-19 test.
  - If they have at least one symptom
    - Fever
    - Chills
    - Shortness of breath/breathing difficulty
    - New cough
    - New loss of taste or smell
 Do NOT send them to school. Stay home until:
    - 10 days since first symptoms
    - No fever for 3 days (without fever medicine)
    - 3 days of symptom improvement, including coughing and shortness of breath.
- Attendance guidance at the state level is currently being reviewed and revised. Do not send your child to school when sick. Make sure you submit a note (either a parent note or a doctor's note). \*\*Updates to this section will be made as information is released.

### **Extra-Curricular activities:**

- Follow current WVSSAC guidelines for sports activities and events.
- Athletes in all fall sports are suggested to come to games in uniform and each student is required to bring their own water.
- Traveling squads will be established to limit the number of people traveling to games and there will be no pregame or post game handshakes.
- Band and cheerleaders will not to travel to away games.
- Increase amount of space for social distancing of athletes, coaches and officials.

- For volleyball, do not switch benches in between sets.
- Limit dressing room use as much as possible. Have athletes come to game in uniform when possible.
- Do not supply water bottles for shared use. Each student should bring his or her own water bottle.
- Limit sidelines to essential personnel only.
- Limit the number of people involved in the pre-game conferences.
- Use Centers for Disease Control and Prevention's recommended cleaning protocols for all equipment, facilities, etc.
- Use CDC's COVID-19 screening questions.
- Follow health department guidelines for reporting suspicious cases of the coronavirus.

WVSSAC will send more information to schools regarding electronic ticketing and pay-per-view options for games.