

COVID-19 Pandemic Student and Staff Handbook Modifications

(Subject to change based on new information)

1. Attendance Policies
 - a. COVID-19 is not an attendance EXEMPTION (as per IDOE), it is an excused absence.
 - b. Students will be moved to homebound e-Learning in the event of a lengthy home quarantine (10 or 14 day quarantine as per the TVSC COVID-19 policy).
 - c. Students completing homebound e-Learning instruction are considered present for attendance.
 - d. No attendance awards will be given for the 2020-2021 school year.
 - e. Absenteeism/truancy notices will only be sent home for unexcused absences. Excused absence notifications will be tabled during the pandemic.
 - f. Students who miss school and are unexcused, with no parental contact made to the school the day of absence, must check in with the nurse upon return to school to verify reason for absence and rule out symptoms of COVID-19. The attendance officer will be vigilant with the daily unexcused list.
2. Visitor Policies
 - a. Secretaries will make use of the intercom on the door system and state; for example, "Welcome to TVMS, how may I help you?" Prior to allowing visitors into the building.
 - b. All visitors to TVSC schools must wear a mask to enter the building and will remain in the foyer or no further than the front counter for pick up and drop off of kids, materials, supplies, etc.
 - c. Visitors with appointments, meetings, or any other approved reason to travel beyond the front counter into staff and student areas can only do so after passing the Raptor check and wearing a mask.
 - d. All visitors allowed into TVSC buildings will follow mask and social distancing protocols.
 - e. TVSC is not allowing visitors into the schools during the pandemic unless they are academic support approved by the principal, behavioral, mental health, or safety support approved by the principal, or other personal approved by the principal. Non-academic visits, such as parent lunch visits or classroom visits are prohibited during the pandemic.
 - f. The use of ZOOM, Microsoft Teams, conference call, etc. Is highly encouraged for all meetings involving visitors when it is applicable to limit contact.
3. Mask Procedures
 - a. Masks are mandatory in all areas outside of the classroom in all TVSC buildings.
 - b. Masks are mandatory when social distancing guidelines cannot be met in the classroom.
 - c. Masks are NOT required during recess, when seated and eating in the cafeteria, in classrooms when seated and socially distant, and in other areas determined by the principal.
 - d. Disciplinary Actions Necessary for Mask Usage
 - i. If you choose the option to come to school, you choose to wear the mask in mandatory areas. If you choose not to wear the mask, homebound e-Learning will be required.
 - ii. Masks that are in poor taste, display imagery inappropriate for school, or that could be deemed a disruption to the educational environment are prohibited.
 - iii. Harassment of others for mask related issues will fall under the bullying policy and be disciplined as such.
4. Office Visit Procedures
 - a. Front Office

- i. Students will be required to remain in front of the counter unless entering the office area is deemed necessary by an adult.
 - ii. Students should not enter the office area through any other entrance than the main office door unless escorted by an adult.
 - iii. Staff should minimize trips to the office, adhere to social distancing, refrain from congregating, and wipe down used equipment when applicable.
- b. Treasurer's Office
 - i. Parents are encouraged to use eFunds for transactions as much as possible.
 - ii. The treasurer will meet parents at the service window or front counter.
 - iii. If a meeting is necessary, a mask and social distancing expectations are required.
- c. Nurse's Office Procedures
 - i. Daily Medicine Distribution
 - 1. The nurse will meet students at the front office counter, the nurse's station door, or the nurse will use a cart to deliver medicine to students at the classroom door.
 - 2. Students will not enter the nurse's station for daily medicine dosage unless it is deemed necessary by the nurse.
 - ii. Injuries
 - 1. The nurse will go to the student when applicable for injury triage.
 - 2. Students will receive a temperature scan prior to entering the nurse's office.
 - iii. Symptoms of Illness
 - 1. Teachers must notify the nurse of an ill student and when applicable, the nurse will go to the student. Teacher should not send students to the nurse on a pass without notifying the nurse prior to sending the student.
 - 2. Students will receive a temperature scan prior to entering the nurse's office.
 - 3. Students exhibiting symptoms of illness will be restricted to a quarantine area until parents arrive to take them home.
 - 4. The nurse or a school administrator will brief the parent on the COVID-19 symptom policy expectations prior to releasing the student.
 - 5. The quarantine room will be sanitized.
 - iv. All state vaccination requirements will be strictly enforced.
- d. Tech Support Procedures
 - i. Building level techs will develop specific plans for device care in their buildings. These plans will take into consideration space, device availability, and device sanitation requirements.
 - ii. No student is to enter the tech office without direct permission from the tech.
- e. Staff Workroom and Staff Lunchroom Procedures
 - i. Maintain social distancing.
 - ii. Wear a mask (except to eat).
 - iii. Sanitize any used equipment or materials when finished with their use.
- 5. Cafeteria Procedures
 - a. Students will be assigned seats to establish safe social distancing.
 - b. Seating charts will be created to maintain contact tracing.
 - c. Students will arrive in the cafeteria and sit in their assigned seat.
 - d. Students will be released in small groups to the lunch line.

- e. Students must wear their mask in the line, use the hand sanitizer station before entering the line, and maintain social distancing while in the line.
- f. Once students return to their seat, they may remove their masks and eat.
- g. Masks must be worn when returning trays to the cleaning window.
- h. Students do not have to wear masks while seated in the cafeteria.
- i. Buildings will handle seating capacity based on available space.

6. Classroom Procedures

- a. Provided sufficient inventory allows, all classrooms will have hand sanitizer and surface cleaning supplies available.
- b. All class periods will have a seating chart with assigned seats to allow for social distancing and contact tracing.
- c. Students will enter the classroom and use the hand sanitizer. They will proceed to their assigned seat. At that time, they may remove their mask if social distancing can be maintained in the classroom.
- d. If activities take place in the classroom that do not allow students to social distance, the mask must be worn.
- e. At the end of the period, any frequently touched surfaces and materials should be sanitized in a collaborative effort with students and the teacher.
- f. Masks should be worn as students exit the classroom.
- g. The priority of the custodial staff will be sanitization of frequently touched surfaces. Teachers can help the custodial staff by encouraging students to pick up floor debris, aligning furniture, keeping surfaces free of clutter, etc.

7. Device Cleaning

- a. Student devices are assigned and individually used.
- b. Students should not share devices or chargers.
- c. Opportunities will be provided to clean devices with appropriate electronic cleaning materials approved by the tech team.
- d. Common use labs will be sanitized after use.

8. Special Considerations for Related Arts/Specials

- a. Art
 - i. Individual art boxes used as much as possible.
 - ii. Limit sharing of supplies.
 - iii. Sanitize commonly used equipment
- b. Band
 - i. Social distancing while playing
 - ii. No sharing equipment or cleaning supplies
 - iii. Sanitize commonly used equipment
 - iv. Consideration of virtual concerts
- c. Choir
 - i. Social distancing while singing
 - ii. Masks worn while singing
 - iii. Sanitize commonly used equipment
 - iv. Consideration of virtual concerts

d. Family and Consumer Science

- i. Food labs allowed based on safety protocols and administrator approval.

e. Physical Education

- i. PE will be held outside as much as possible.
- ii. Social distancing must be observed as much as possible.
- iii. Commonly used equipment sanitized.
- iv. Teachers will work to keep classes separated in different areas.
- v. Locker Room Use
 - 1. Wear a mask going in and out of the locker room.
 - 2. Maintain social distancing while dressing.
 - 3. Wash your hands.

f. Recess

- i. Masks on to and from the playground.
- ii. No masks during recess. Schools will provide lanyards for masks to be attached and secured.
- iii. Maintain social distancing as much as possible.
- iv. Sanitize frequently touched surfaces.

9. Media Center Procedures

- a. Follow classroom mask and social distancing procedures.
- b. Limit the number of students in the media center when applicable.
- c. Utilize online resources as much as possible.
- d. Teachers must call ahead to send students to the media center. No passes to the media center will be allowed without prior consent from a media center staff member.
- e. Mrs. Michel will establish material handling procedures for all media centers and also establish classroom library material handling expectations for teachers with classroom libraries.

10. Hallway Procedures

- a. Students should maintain social distancing and wear masks while in the hallways.
- b. Restroom Use
 - i. Elementary Schools – restroom breaks will be scheduled as normal.
 - ii. Secondary Schools – Wear a mask, social distance, wash your hands, otherwise it's business as usual for passing period restroom use.
 - iii. Restrooms will be sanitized more frequently throughout the day during the pandemic.
 - iv. Teachers should release students from class to the restrooms on an emergency basis only.
 - v. Staff restrooms and nurse's station restrooms are restricted from student use unless medical need dictates and an administrator approves.
- c. Lockers
 - i. No sharing of lockers will be allowed.
 - ii. Normal locker use is acceptable.
 - iii. Don't congregate at lockers.
- d. Water Bottle Filling Stations
 - i. Students will be allowed to carry a water bottle.
 - ii. Do not share water bottles.
 - iii. Write your name on your water bottle.

- iv. Water filling stations will be sanitized multiple times daily.
- v. Buildings will handle specific needs on an individual basis.
- e. Start of the school day
 - i. Due to group size limitations, the start of the school day will change in all TVSC schools.
 - ii. Students cannot congregate in large groups in the common areas of the schools.
 - iii. Students must enter the school and move directly to classrooms to limit large group interactions.
 - iv. Each building will outline their individual plan based on staffing, space, and school start times.

11. Remote Learning (eLearning) Expectations

- a. Students must have access to a reliable phone number for communication and reliable internet service in order to choose the remote learning option.
- b. Students are expected be present to work on lessons and assignments every day following the regular TVSC school calendar.
- c. Students are expected to virtually “attend” video classroom instruction sessions. Attendance will be based on participation “in virtual class” not based on an e-mail response.
- d. Students who do not engage daily with the eLearning expectations will lose the option to remain virtual and be expected to return to in-person daily attendance at school.
- e. Parents must commit to doing the distance education program for a full grading period. This will be a quarter (9 weeks) or trimester (12 weeks) depending on the school of enrollment.
- f. Students cannot participate in extracurricular school activities. This could include elective course options like band and choir which heavily rely upon in-person training.
- g. Students will be guaranteed English, math, science, and social studies. Elective coursework will be limited to teacher availability based on registration numbers or electronic curriculum options.
- h. During certain times of the year it may be necessary for in person assessments to occur. Students will need to take any state mandated assessments as well.
- i. Remote Learning and the Indiana Compulsory Attendance Law:
 - Students are expected to comply with Indiana State Law regarding attendance.
 - In order to assure necessary instructional time for appropriate student learning regular attendance is expected of all children. Attendance shall mean to be physically present in a school or at another location where the school’s educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered (including a mandatory videoconference, phone conference, or other virtual environment during e-learning days or as part of a distance learning program). Every student is expected to be present for their educational program every day.