



Global Concepts

CHARTER SCHOOL

2021-2022 Reopening Guide

July 2021

COVID-19 UPDATES & EXPECTATIONS

What strategies have been added, subtracted, and enhanced to continue to respond to the COVID-19 Pandemic?

The COVID-19 Pandemic continues to challenge our students, staff, families, and community. GCCS K-8 has endeavored to convene with teachers and families to design and tailor structures and supports to continue to face these obstacles during the 2021-2022 School Year.

Guidance Documents - These are the Government-issued documents that guided our planning.

- [June 7th SED Guidance](#)
- [July 9th CDC Guidance](#)

Family Survey Data Summary - The survey went out to Families to help guide our planning.

Transportation

- Students must adhere to the safety measures set by their bus drivers, including wearing a mask at their bus stops and while riding the bus
- Upon arrival from 7:30-8:00 AM, bus students will disembark with the help of staff direction
 - From 7:30-7:45 AM, bus students will enter The Foyer Doors
 - From 7:45-8:00 AM, bus students will enter either DOOR 2, DOOR 12, or DOOR 11 based on their grade level.
- Drop-offs, Walkers, and Bikers will be permitted to enter the building at 7:45 AM.
 - Students in K-2 will enter through DOOR 2.
 - Students in grades 3-5 will enter through DOOR 12.
 - Students in grades 6-8 will enter through DOOR 11.
- The Foyer Doors will be utilized for teachers/admin/staff until further notice.
- Please view our [Arrival Map](#)

Entering the Building

- Parents/guests will be permitted to:
 - Enter the Main Foyer to conduct quick school business (dropping off paperwork, signing a child out early, etc). Masks must be worn before entering the building.
 - Travel beyond the Main Foyer area by appointment only.

- Students will be directed to:
 - Walk calmly and quietly into school.
 - Talk quietly and use respectful language with peers.
 - Practice social distancing.
 - Correctly wear a mask before entering and keep masks on.
 - Walk directly to their homeroom or the cafeteria for breakfast.

Breakfast (subject to change based on Personal Touch)

- Upon entering the building, students will be handed a breakfast pack by Personal Touch staff to either store in their backpacks or carry to the cafeteria for Breakfast--where milk will be available
- The DLL will serve as a 25-seat overflow room should the cafeteria exceed its 125 seat capacity
- Several contingencies are available should the current capacity of 150 be exceeded despite the staggered breakfast plan:
 - Older students assigned to eat in the Auditorium
 - Gym as a second overflow area for breakfast eaters (use folding tables)

Homeroom/Community Time

- During Homeroom/Community Time, attendance will be taken and attendance reports will be generated to contact families of absent students.
- A block of time will be allotted for our Community Time routine and announcements before 1st period.

Lockers

- Lockers will be used for outerwear, lunch boxes, etc.
- Grade 5-8 students will be permitted to use a backpack to assist with transitioning between periods
- Students utilizing lockers will be directed to take turns and not linger to maintain social distance and limit exposure to less than ten minutes

Social Emotional Learning

This year, we plan to increase our focus on Social Emotional Learning in order to create a safe and welcoming environment for both staff and students. Here are some of the initiatives that you will see implemented this year:

Field Days

- On September 7-9th, each grade will have an opportunity to participate in Field Day. Field Day will consist of games such as Minute to Win It, Relay Races, Dance Party, etc. The objective of Field Days is to relieve some of the tension in coming back to school and provide some fun for both teachers and students! Please see the attached documents for more information:
 - [Parent Letter: Field Day](#)
 - [Field Day Schedule](#)
 - [Field Days Breakdown](#)

Hallway Decorating Contest

- Within the week of September 10-17, the school will be hosting a Hallway Decorating Contest! Each grade will receive a hallway to decorate in correlation with the theme of the hallway. We would love for all kids to have a part in the decorations. For example, Gratitude Gateway may be decorated with images of kids showing gratitude with maybe a gate. This is an opportunity for us to be creative! You can choose anytime that works best for you and your class to complete your hallway. The first place winner will receive a pizza party & a dress

down, and the second and third place winners will receive a free dress down. Please see the attached documents for more information:

- [Hallway Decorating Contest Flyer](#)
- [Letter from Al E Gator](#)

Hallways/Passing Time

- Students will move purposefully to the next location on their schedule to avoid creating groupings in the halls.
- Students will be directed to walk on the right side of the hallway.
- Masks must be worn during passing time.
- Bathrooms will be closed during passing time, and will be accessible during lunches, WIN periods and classes.
- Specials K-8 will be held in Specials Teachers' rooms where spacing is adequate. When rooms are unable to accommodate a class, Students will stay in their homerooms and Specials Teachers will move to the rooms.
- Electives will be dismissed by homeroom, one homeroom at a time (electives will be held in the elective classroom).
 - Art
 - Orchestra
 - Theater - DLL
 - Chorus
 - Band
 - Tech
 - Culinary
 - Fitness and Dance classes - gymnasium

Supplies

- Students will be given a plastic bin to place their supplies in, the bin will be labeled with the students name. These bins will be provided to homeroom teachers.

Mask Breaks

- Students are expected to wear their masks unless intentionally taking their masks off for a mask break. Students not following the mask mandates risk the health and safety of others--please notify administration immediately if there is an issue.
- Mask breaks will be given at the discretion of the teacher, who should aim for at least two (2) 5 minute mask breaks per day.
- Students can request and be offered a mask break by the teacher in any class or setting.
- During a mask break:
 - Mask breaks can take place in the classroom as long as the child is distanced at least 6 feet away from classmates and staff. Mask breaks for students/staff are distanced at least 6 feet from other students and staff.
 - Staff are encouraged to take mask breaks during planning periods and lunch breaks. If the need arises for a mask break in front of students, staff must be distanced at least 6 feet away from students and other staff.
- If students/staff are outside, masks may be removed.

Passes

Paper, disposable passes will be used for passing in the hallway and using the lavatory.

- Orange passes for any hallway transitions except for using the bathroom. Passes should be filled out by the teacher. If staff do not want to reuse a pass when sending a child back to a room, a new pass can be used.
- Blue passes for the lavatory. Teachers may opt to laminate a blue pass for each child.

Lavatories

Disposable, blue passes are being used for the lavatory this year.

- Students will be permitted to use the lavatory during lunches and class when necessary. We ask that passes to the lavatory not be written in the first or last 3 minutes of class periods to avoid passing with classes.
- Lavatories will be closed during passing time between classes.
- Keeping a log at each lavatory will be required to monitor the amount of usage to promote distancing and allow for proper sanitization.
 - Passes are taken to the lavatory and handed to the monitor
 - Monitor uses student passes to fill out sign in/out form.
- Teachers may allow one male and one female student out of their room at a time, unless there is an emergency
- Two students maximum will be permitted in the lavatory at any given time.

Classrooms

- When students enter their classroom, they should report directly to their seat.
 - Seating will be set up according to social distancing guidelines.
- Masks will be worn during class and breaks will be scheduled during rotating class periods each day--provided upon teacher direction.
- Students will be encouraged to:
 - Be in their classroom when the bell rings.
 - Be prepared for class.
 - Remain in their assigned classroom unless there is an occasional situation deemed important by the teacher in which they need to leave class.
 - Keep to the routine and set expectations within the classroom.
 - Help maintain a quiet, calm and respectful school environment.

Cafeteria

Please see [Cafeteria Plan 2021-2022](#) for supplemental information to the procedures below.

- Proposed Lunch Times:
 - 10:57-11:27 (Grades 5th and 6th)
 - 11:30 - 12:00 (Grades 7th and 8th)
 - 12:03 - 12:33 (Grades 2nd and 4th)
 - 12:36 - 1:06 (Grades K and 1st)
 - 1:09-1:39 (Grade 3)
- Arrival to Cafeteria
 - All students will arrive and enter into the cafeteria through the double doors.
 - Upon arrival, students will go directly to their assigned seats
- For Students:
 - Students will have assigned seats for lunch - this means every time students enter the lunchroom they will sit in their assigned seat.

- Students must stay in their seats which are set up in a manner that adheres to social distancing guidelines and/or includes barriers to help mitigate the spread of viruses, since masks will not be worn while eating.
- Staff will remind students to think of others by speaking at a controlled voice level and respecting others' property, including food.
- Staff will encourage students to be polite and clean up after themselves. No garbage or food should be left on the tables when students leave. Monitors will come around with the garbage bins so that students can discard their garbage and remain in their seats.
- Students that need to use the restrooms will use those located next to the cafeteria. No more than 2 boys and 2 girls at a time will be allowed to leave.
- Students are asked to be in the lunchroom on time, and remain inside until the bell rings or until a teacher arrives to escort the class back.
- Lunch Dismissal
 - Classes will remain seated until their teacher arrives.
 - Once teachers have arrived, classes will be dismissed one class at a time
 - Whenever possible, classes close to the door will be dismissed first.

WIN Period

- Students in WIN may be taken to specified areas where they can have mask breaks. During mask breaks, proper social distancing of 6 feet is required.
- When students are scheduled in a WIN, it is important they respect others around them by using indoor voices and helping to create a space where people can feel comfortable while focusing on their work.
- WIN will also be used for pull-out services for specific students.

Nurses Office

- The nurses office remains a place for students to go to for health issues such as:
 - doctor prescribed medications
 - diabetes care
 - personal care
 - lost teeth
 - cuts/abrasions
 - asthma
- Students who display symptoms of COVID-19 should be treated with the procedure in the following section, ***Addressing COVID-Related Symptoms***
- To send a child to the nurse, please fill out an orange pass for the child and send him/her the nurse.

Addressing COVID Related Symptoms

- If a student or staff member presents with symptoms related to COVID-19, the teacher should use their classroom phone to communicate with the school nurse before sending the child to the Nurse's Office using an orange pass.
- The Nurse will assess to determine if it is a chronic condition (e.g. asthma, allergies, chronic gastrointestinal conditions) that may present similar symptoms to COVID-19 but is not a public health threat.
- The nurse will determine if the student may remain in the building or will be sent home to follow up with a healthcare provider. If sent home, the student will remain in the Care Clinic until picked up by their parent or guardian. At no time will the student be permitted to go home on the bus.
 - A monitor will collect the students materials and bring them to the Care Clinic.
- If the School Nurse is not available to assess, the Principal or Assistant Principal will immediately isolate and dismiss any student or staff member who has a fever or other symptoms of COVID-19 that

are not explained by a chronic health condition. All dismissed students and staff are instructed to contact their health care provider for further guidance.

- If a staff member begins experiencing symptoms, they should use their classroom phone to communicate with the school nurse that they require assessment for COVID-19 symptoms. The nurse will arrange for the staff member to be screened.

Isolation of Individuals Exhibiting Symptoms of COVID

- **GCCS will comply with CDC guidance for illness, symptoms and suspected cases of COVID-19 for both students and staff.**
- If a student exhibits symptoms of COVID-19 as diagnosed by the School Nurse, parents will be contacted and asked to pick up their child. Students will remain in the Care Clinic until the Parent/Guardian, Emergency Contact, or other designated person picks up the student.
- Students exhibiting COVID-19 symptoms who have a suspected case of COVID-19, will not be permitted to travel home on the School bus.
- Students and staff sent home for this reason cannot return until the requirements set by the Nurse--adhering to CDC guidance--are fulfilled.
- Bus transportation will be suspended for students until those requirements are met.
- The Care Clinic cubicles will be cleaned and disinfected after each use. If possible, the School will wait at least 24 hours before cleaning and disinfecting to allow respiratory particles to settle.
- The School will clean and disinfect all areas used by students/staff with a suspected or confirmed COVID-19 case. If possible, the School will wait at least 24 hours before cleaning and disinfecting to allow respiratory particles to settle. Once areas have been cleaned and disinfected, they can be reopened.
- Parents/guardians will be contacted and informed if their child came into close contact with a person infected with COVID-19.
- Staff members will be contacted and informed if they come into class contact with a person infected with COVID-19.

Care Clinic

The Care Clinic is a special location for students should they exhibit symptoms of COVID-19. As such, knowledge of its usage and materials among all staff is vital.

- The Care Clinic is located in the conference room off of the Foyer near the Main Reception Desk.
- Setup and Materials (Outside the Care Clinic)
 - A desk and chair will be provided for the supervising staff member
 - A covered shelf to store PPE and sanitation supplies for the Clinic
 - A clear plastic barrier will be placed on the door so the supervising staff member may monitor students from outside
 - A hand sanitizer dispenser will be mounted to the wall just outside the clinic
 - 1-2 small trash cans will be available for students who are feeling nauseous or vomiting
- Setup and Materials (Inside the Care Clinic)
 - Students will have a chair and privacy curtain
 - While inside, students must remain socially distant and will be required to wear a mask unless doing so makes it more difficult to breathe.
- When students are transferred to the Care Clinic to go home, the family will be notified to pick up the child with guidance on how to proceed.
- Students in the Care Clinic will be using one of the bathrooms off the third grade hallway. The bathroom will be labeled and for Care Clinic students only.

Hand Washing Stations

- To promote hand hygiene, a series of hand washing stations have been set up around the building.
- Students and staff are encouraged to wash their hands frequently.
- Students may use hand washing stations as needed throughout the day to reduce the traffic in bathrooms, especially when hands are soiled.
- Waste bins will be located by the stations for discarded paper towels.

Sharing Equipment within Classrooms

- Staff are encouraged to take steps to lessen the need for shared equipment in classrooms. For example, a staff member may bring her/his device to a room to avoid using the device of the homeroom teacher.
- At times, it will be necessary for staff to share items like a Smartboard, telephone, etc. In these cases, staff are encouraged to either wear gloves and/or practice hand hygiene with hand sanitizer or washing hands before and after use.

Dismissal

Please see [Dismissal Procedures 2021-2022](#) for supplemental procedures and maps to the information below.

- An additional 10 minutes has been added to Dismissal
- Pikmykid will be utilized to coordinate dismissal efforts.
- Students begin Dismissal in their homerooms
 - Car Line - Students are dismissed to their assigned exit.
 - Bus - Bus Stewards will collect students and escort them to the Gym.
 - Walker - Students report to the main office at the start of dismissal.
- 3:15 -Start K-8 Car Line, Buffalo and Suburban Bus lines, Walkers dismissed
- 3:25 - Continue K-8 Car Line, Start Lackawanna Bus Lines
- 3:40 - Transition to Extended Dismissal
 - All Bus students travel to Gym
 - All Car Line students travel to Aud
- 3:45 - Extended Dismissal

Hybrid/Virtual Learning

A plan has been created in case of a need to return to hybrid/virtual learning. [Hybrid/Virtual Learning](#) includes clear expectations for the students should either model be needed. The survey data from families suggests that **Hybrid 2** is the more popular scheduling option.