



OGLETREE ELEMENTARY

Fall Opening Procedures

2020-2021

Dear All-Star Families,

We want to first say how much we appreciated your support of our teachers and students during the mandatory stay-at-home order last year. We are so proud of how our community came together to ensure that our children continued to learn and were well loved during a difficult time. We could not have done it without you!

We are now faced with the immense challenge of providing a high quality, engaging education to our students for the 2020-2021 school year while doing all we can to prevent the transmission of COVID-19. We realize many of you may be struggling as a family to make a decision about what school will look like for your child next year. **We highly encourage you to read the ACS document prior to reading the information included below, and to pay careful attention to how remote learning differs from the distance learning that took place last spring.** The included document further clarifies how ACS policies will be implemented at OES. Our goal is to provide you with as much information as we are able, while continuing to work with our district leadership to adapt to new policies at the state level and new scientific findings and suggestions. This year will require flexibility on all of our parts, and we want to thank you in advance for understanding that should new and important information come to light, we will respond with the safety of students and the quality of education in mind.

Finally, we want to assure you that this year is not the year of COVID-19 at Ogletree. We are in no way diminishing the suffering and trials many have faced, and there are families who remain in our thoughts and close to our hearts. However, it is important to us that you, as parents, know that while we are serious about keeping students safe, we are equally serious about their learning, their mental health, and about them enjoying their time with us. Just because it might be a difficult year, does not mean it won't be a great year. Our teachers are prepared to greet students on August 10th with a smile (behind a mask of course), a whole lot of joy, and a heap of enthusiasm for a wonderful 2020-2021 school year. As you read the information below, it may be tempting to only focus on how much has changed, and what has been lost. However, we encourage you to remember all that will still be gained, and the wonderful memories we will make this year.

The OES community is special, and together, we will ensure our students get the very best we have to offer. Thank you again for your support. If you have any questions, concerns, or thoughts, please do not hesitate to contact us.

Warmly,

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All procedures are subject to change at any time based on new advice and directives from the Alabama State Department of Education, the Alabama Health Department, the Centers for Disease Control, and other agencies.

After-School Program/OASIS

Students will be divided in small groups overseen by one after-school staff member who will stay with that specific group of students in order to minimize exposure. Students will be grouped by homeroom to the extent possible. Students will rotate through various activity stations that will be sanitized by trained staff members upon exit. During activities students will be seated as far from each other as possible. We will utilize the outdoor spaces as weather permits.

Snacks will be distributed by staff members wearing masks and gloves. All snacks will be in individual packages, and will not be prepared by staff members.

As with all staff members, after-school employees will be required to wear masks, and will receive training on safe practices related to COVID-19.

Students who sign-up for Remote Learning will be removed from After-School rosters and wait-lists.

Arrival

As in previous years, students may be dropped off at 7:05 a.m., and the tardy bell rings at 7:30 a.m. Buses will be unloaded one at a time and students will be directed around the building to their hallways in order to prevent large groups from congregating in the entryway. Should inclement weather prevent students from walking around the building, staff will direct students in small groups through the main entrance and straight to their hallway.

Car riders will follow the same entry procedure as bus riders.

Breakfast

Upon entry into their hallway, students may purchase pre-packaged breakfast items from a cart. Students will continue to eat breakfast in their rooms as they have in the past. Students may not share breakfast items.

Classroom Celebrations

No outside food or snacks may be brought into the classroom for group consumption. This includes treats brought for student birthdays. Additionally, class parties involving food will be suspended for this year. However, we will still find ways to celebrate each other, and enjoy our time together!

Classroom Set-Up

Students will be seated in rows, facing the same direction with as much distance between them as possible. Students will not share supplies unless absolutely necessary. Should supplies need to be shared, they will be sanitized between use.

Dismissal

Buses will load one at a time to prevent students from mixing in large crowds. Students will exit the building from their hallways, and staff will monitor the loading of buses. In order to minimize the number of students in the hallway at one time, bus dismissal will begin earlier than in previous years.

Once all buses are loaded, car riders, walkers, and bike riders will be dismissed by class. Students will exit from their hallways, and will wait for their car on dots assigned to each homeroom to ensure separation between classes.

Students riding daycare vans will then be dismissed and will exit from Hallway D.

Students who attend the after-school program will be dismissed last. Please see the section dedicated to “After-School/OASIS” for further information.

Should inclement weather prevent exiting directly out of the hallways, students will be escorted by staff one class at a time through the building. Every effort will be made to ensure students are not congregating in large groups.

Distance Learning

Distance learning is separate from remote learning and occurs should a class or student be quarantined. During quarantine, students will still receive instruction from their classroom teacher. Every effort will be made to support families during this process. During the first weeks of school, students will be trained on the learning platforms that will be used should quarantine occur in order to make this transition as easy as possible.

Extra-Curricular Activities

Clubs

All clubs are cancelled for the fall semester.

Programs/Special Events

Programs such as our Veteran’s Day Celebration, Grandparent’s Day, and Winter Musical will be cancelled for the fall semester. We will still find creative ways to honor our veterans and family members.

Face Masks

All OES faculty and staff, and all approved Auburn University students will wear masks or face shields during the school day. We are aware that wearing masks for 7 ½ hours may be extremely difficult for students and impede some specific learning opportunities. We are requiring that each student have a face mask available with them at school each day. This will allow the teacher to require masks during portions of the school day when physical distancing is not possible and instruction requires collaboration or close student interaction. Examples of this would be transitions to and from the classroom, partner or shared reading, small group guided reading, or direct phonics instruction.

Should a student improperly use their face mask, or should the teacher feel the face mask is soiled or becoming a safety issue, the student will be referred to the school nurse who will make parental contact if necessary.

Field Trips

Field trips are suspended for the fall semester. This will be reevaluated for the spring.

Health Procedures

All school nurses are receiving training that is specific to COVID-19.

Students exhibiting COVID-19 symptoms will be brought by the school nurse to a quarantine location. Parents will be contacted following assessment by the nurse.

Students who are injured or who take medication on campus will receive assistance from the nurse in a location that is separate from the quarantine location.

Should a student or staff member be diagnosed with COVID-19, the Alabama Health Department requires that all students and staff who have been in close contact with the person diagnosed must be quarantined for 10-14 days. Close contact is defined as within 6 feet for 15 minutes or more. Students will continue to receive academic learning opportunities and support during quarantine. See “Distance Learning” for more information.

Library/Media Center

Instilling the love of reading in our students is a top priority at OES, and therefore, students will be permitted to visit the library to check out books. Classroom teachers will be provided with assigned times when small groups of students from the same homeroom may visit and enjoy our media center. Our media specialists will also deliver books to classrooms for check-out.

Books will be returned in designated boxes on each hallway and will be kept from circulation for 48 hours to ensure they are not contaminated. Surface areas in the media

center will be sanitized throughout the day, and students will be required to use hand sanitizer upon entering and exiting the media center.

Lunch

Our Child Nutrition Program employees receive extensive training in food safety. Prior to eating, students will wash their hands. Students will eat in their classrooms as they have done in previous years, and will be seated as far from each other as is feasible in the space. Students may not share lunch items.

School Lunch

Lunches will be pre-packed in boxes to prevent contamination. There will only be one lunch choice this year. Students will no longer punch in their numbers to prevent multiple students from touching the same surface. All “extra” items such as ice cream, water, and chips will not be sold this year.

Home Lunch

Students may continue to bring home lunches. Should a student forget his/her lunch, a home lunch may be delivered to the school. Food purchased from restaurants is not permitted.

Lunch Visitors

Visiting students to eat lunch together is suspended for the 2020-2021 school-year.

Meet the Teacher

In order to maintain a high level of sanitization prior to school opening, Meet the Teacher will take place virtually this year. Families will find out their homeroom teacher via mail. Teachers will schedule two WebEx meetings for families to choose from in order to meet their students and families. Parents will also be contacted by the teacher to ensure we have all necessary information for the start of the year – contact details, transportation information, etc.

Morning Health Check

Upon entry to the classroom, teachers will ask students the following questions:

- Do you feel sick?
- Have you had a fever since yesterday/over the weekend?
- Do you have a cough?
- Do you feel sick to your stomach?

Should the student answer “yes” to any of these questions, or should the teacher feel that the student appears to look ill, the teacher will notify the school nurse. The school nurse will then manage the process of a health check and contacting families as needed.

Physical Education

Students will continue to receive PE each day for 30 minutes. It is a priority at OES that our PE program teaches students about sportsmanship and instills a love of physical activity.

Students will attend PE as a homeroom class or with one other homeroom class. Should two homerooms attend PE together, these classes will be separated from one another during activities. Should weather permit, we will hold PE outside. When this is not possible, students will be split by homeroom into separate locations for PE.

Activities that require close contact – flag football, handball, and basketball – will be suspended for this year. Any necessary equipment will be sanitized between classes.

Recess

Research has repeatedly shown that recess is a vital component of the school day. As such, recess will continue at OES. We will utilize the playground, nature trails, outdoor classroom, indoor classrooms, and soccer field to ensure as much separation between students as possible. Students will be required to sanitize their hands before and after recess. The playground will be sanitized daily.

Remote Learning

OES students enrolled in remote learning will participate in the state purchased curriculum, SchoolsPLP, delivered via the Schoology platform. Students will have a designated teacher who is employed by Auburn City Schools. This teacher will design lessons, support learning in the virtual setting, and assess content mastery. Students will be expected to be engaged in learning during traditional school hours, and participate in rigorous learning experiences. Every effort will be made by the teacher to form relationships and create a positive classroom environment – even in the virtual realm.

Students attending school in the traditional model may enter remote learning at any time. Students enrolled in remote learning may only enter the traditional model in January of 2021 or the following school year.

Sanitization/Cleanliness

All custodial staff will receive training specific to sanitization related to COVID-19 which will include specific procedures should a student or staff member be diagnosed. While this document does not provide every detail related to sanitization and cleanliness, it does provide our overall approach.

Should a student or staff member be diagnosed with COVID-19, that classroom will be closed for 24 hours and then cleaned and sanitized thoroughly prior to students and staff returning.

Bathrooms

Students will use their classroom restrooms during the school day, and will be required – as always – to wash their hands after use. After-school students will have access to the common area restrooms, but may only use them one at a time. Surface areas in restrooms and around sinks will be sanitized throughout the day.

Classrooms

Classrooms will be cleaned and sanitized each day. Whenever possible, students will not share supplies. Should it be necessary to share items, they will be sanitized. Common surfaces – doorknobs, light switches – will be sanitized throughout the day.

Points of Entry

Points of entry will be sanitized throughout the day. There will also be hand sanitizer available for students and guests entering the building.

Snacks

Students will receive a snack time as they have in the past. Prior to eating, students will wash their hands. We encourage families to send a healthy snack item. Students may not share snacks.

Specials/Electives

OES students will continue to receive enriching experiences in Venture, Music, Art, Counseling, Media, and Computer. Specials teachers will travel to homeroom classes to minimize movement in the building. An area will be marked off in the classroom for Specials teachers to deliver instruction at a safe distance from students to minimize exposure. All materials will either belong to specific students, or will be sanitized between use.

Visitors on Campus

Community and parental presence on our campus has long been a key to the vibrant culture at OES. We remain grateful for the support we receive from our families. However, in order to maintain a sanitized environment and minimize exposure, campus visitors will be limited and by appointment for the 2020-2021 school year. Only ACS employees, students, and approved Auburn University students will be able to come inside the main part of the building.

Additionally, all parent conferences will be scheduled via WebEx.

Deliveries

Deliveries to students will be limited to only emergency needs. Please proceed to the front desk in the office, and adhere to social distancing recommendations.

Check-In/Check-Out

Parents, or designees, will still need to be present in order to check a student in or out. Please proceed to the front desk, and adhere to social distancing recommendations.

Water Fountains

Students need to bring a **clean** water bottle to school each day, and may refill this in the classroom. Please only send water in their water bottle. Sinks will be sanitized throughout the day, and students will be required to use hand sanitizer prior to and after use. Should a student forget his/her water bottle, a cup will be provided. The use of water fountains is highly discouraged.