

**Twin Valley Middle High School**

# Family Handbook

for the Reopening of Schools  
Amidst COVID-19

**PART 1: Safe and Healthy School  
Environment**

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## School Day

### Arrival/Departure

Doors will open for students to begin arriving at **7:45 am**; the school day will begin at **8:15 am**. The school day will still end at **2:36 pm**. Doors will not open before 7:45 am, so families should plan accordingly. All students will go directly to their advisory upon arrival, where they will be supervised by a staff member. Students arriving and departing by bus will all use the main entrance. Students arriving or departing via personal transportation will use assigned entrances as follows:

- 6th grade- -C pod entrance (rear, closest to cafeteria)
- 7th & 8th grade- -B pod entrance (rear, closest to playground)
- 9th grade- -J building West (rear, art building)
- 10th grade- -D pod entrance (rear, ??)
- 11th & 12th grade- -entrance between B and A (front of building, painted walkway)
- Bus riders- -Main entrance

Parents/caregivers will be expected to drive around the building and stop at each entrance as needed. They will not be allowed to enter the building. Any student arriving after 8:15 am should be dropped off at the main entrance; in the front office they will have a health check before reporting to their advisory or class. Parents are expected to wait for a signal from school staff that the health check is complete. Similarly, any student who needs to leave early will be picked up at the main entrance. Parents can enter the front foyer to let office staff know they have arrived.

### Daily Health Check

Daily health checks are required each day at the *before entering the building* for all staff and students. Students have the option of monitoring for symptoms at home, but they will be required to have a temperature screening completed in person by school staff prior to entering the building.

School staff will be positioned at each entrance listed above. Parents/caregivers dropping students off will be expected to wait until the health check is complete before leaving, in the event that the child has a temperature above 100.4 or otherwise does not “pass” the health check. Specific details regarding health checks can be found in the health and wellbeing section of this handbook.

## **Cloth Face Coverings**

All staff and students are required to wear a face covering while in the building. Face coverings must also be worn outside when physical distancing cannot be maintained. The recommendation is that all students come to school with two (2) cloth face coverings, labeled with their name. Face coverings should be at least two (2) layers and be fitted at the top and bottom. Bandanas and neck gaiters should not be worn. Plastic face shields are allowed but must be worn in combination with a cloth facial covering. TVMHS will have disposable face coverings available in the event that a student's personal face covering is forgotten or becomes lost or otherwise unwearable. In cases where the cost of cloth face coverings is prohibitive to families, we will provide them. Please contact the front office if you anticipate a need for cloth face coverings. Those with documented medical reasons for not wearing a mask should contact the school nurse, Jollene Mahon ([jmahon@tvhs.k12.vt.us](mailto:jmahon@tvhs.k12.vt.us) or 802-368-2880).

## **Cohorts**

Students are grouped as cohorts and assigned to rooms that are adequate in size to allow for physical distancing. Students in grades 6-10 will remain in one room for the duration of the day, and will have assigned seats within those rooms. Students in grades 11 and 12 will move among a limited number of rooms. Teachers will travel between cohorts to deliver direct instruction.

## **Restrooms**

Student restrooms have been assigned by cohort, with an effort for the assigned restroom to be as close to the assigned classrooms as possible. Students will only be allowed out to the bathroom one at a time.

## **Meals**

Students are expected to wash or sanitize their hands before and after eating, and to clean the area where they ate. Breakfast will be grab and go bags which will be served from 7:45-8:15 am at two locations: the intersection of A/B/C pods and the cross roads (intersection of A and D pods). For lunch, each cohort will go to the cafeteria at a scheduled time to pick up their lunch and return to eat in their cohort room. It should be noted that breakfast and lunch will be free for all students this year. More information can be found on the monthly menu.

On Tuesday of each week, students will be offered a bag lunch and breakfast to consume at home on remote Wednesday's. Furthermore, on half days of school, students will be offered a bag lunch to take home.

## **Outdoor Spaces**

Each cohort has been assigned an outdoor space to use for movement breaks or learning outdoors. It is important that members of each cohort stay within the boundaries of their “space” to prevent co-mingling of cohorts. Face masks may be removed while outside provided that physical distancing is maintained and masks are readily available should they be needed. Students are invited to bring a folding camp-style chair to use while learning outdoors; this should be kept at school and may not be brought on the bus.

## **Student Materials**

Each student will be supplied with individual learning materials and a plastic tote for storage, all of which should be clearly labeled with the student’s name. These totes are to be kept within the assigned classroom, and are large enough to hold other materials such as books. Students in grades 11 and 12 will carry their materials with them to classes, but they should be stored in their advisors room before the end of the day. Teachers will determine a space within the classroom for these totes to be kept. Some materials, such as books and Chromebooks, may need to be taken home each day for homework purposes. Students are welcome to bring in their own preferred supplies to add to their tote.

The list of student materials provided by the school is as follows, per student:

- Pencils (1 box of 12)
- Pens (1 box of 12, black)
- 4 Notebooks (one subject, college ruled, 70 sheets, assorted colors)
- 4 Folders (assorted colors, with pockets)
- 2 Glue sticks
- 1 Highlighter
- 1 Ruler
- Markers (8 pack)
- Cap Erasers

## **Attendance**

Attendance will continue to be tracked in accordance with the student handbook, district policy, and state statutes. Twin Valley staff will work with families on a case by case basis in the event of excessive absences. We will be flexible given the circumstances, and encourage families to keep students home if they are sick.

On our remote Wednesday’s, there are many ways to demonstrate attendance. These may include: participation in a live (virtual) class meeting, speaking with a teacher by phone or email, or engaging in learning activities online.

## **Code of Conduct**

The behavioral expectations outlined in the student handbook will remain the same. Intentional failure to follow healthy and safety guidelines will be considered Level A in the tiered disciplinary model. We will use a progressive educational approach to teaching and re-teaching these guidelines, as they are new and will require practice for everyone. These approaches may include reminders, reteaching, meetings with parents/guardians and other members of the school team, or a behavior support plan. As a last resort, a student may be excluded from in-person instruction if they refuse to follow the health and safety guidelines as outlined.

## **Senior Privileges**

Seniors will continue to enjoy the privilege of an open campus during advisory and lunch, or at times when they do not have a scheduled class. This privilege will continue to be dependent upon maintaining at least a 2.8 in all classes. Seniors are required to sign in upon entry or at the front desk or upon entry if arriving before 8:15 am. They must also sign out at the front desk before leaving. There is a required senior advisory on Tuesday of each week. The senior lounge will be closed to start the year. Administration will consider re-opening it (with modifications to allow for physical distancing) if Vermont moves to Step III and seniors have demonstrated a willingness to follow health and safety guidelines responsibly.

## **Health & Wellbeing**

### **Health Checks**

Daily health screenings are required for all students at the before entering the building. Assigned school staff will be posted at each student entrance. All staff members conducting health screenings will be trained by the school nurse or designee. Health Checks will include a daily health questions and a temperature check, for which non-contact thermometers will be used. Students will be asked if they have had exposure to anyone diagnosed with COVID-19 in the last 14 days, and if they are experiencing symptoms of COVID-19. The school nurse will be responsible for maintaining and storing records of Health Checks as needed. Families are asked to monitor for other symptoms at home. Any student experiencing symptoms of COVID-19 should not come to school. These include:

- Cough
- Fever (greater than 100.4)
- Shortness of breath
- Chills
- Fatigue
- Muscle pain/body aches
- Headache
- Sore throat

- Loss of taste or smell
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

If your child is experiencing any of the above symptoms, they should stay home. Please call the school to notify the nurse of symptoms. If a student begins to demonstrate any of the above symptoms while at school, a parent or guardian will be notified and asked to pick up their child as soon as possible. The student will be required to wait in an isolation room away from other students and staff, but will be monitored by the school nurse or designee.

### **Health Services**

The health suite will remain open but will be triaged for illnesses and injuries requiring immediate care. Only one student will be allowed in the health suite at a time. In order to reduce trips to the school nurse, all classrooms will be stocked with basic health supplies (bandaids, cleaning wipes, gloves, etc.).

### **Cases of COVID-19 In School**

The “Strong and Healthy Start” guidelines from the Vermont Agency of Education state: “If COVID-19 is confirmed in a student or staff member, schools will work with the Department of Health to determine next steps. Identification of a student or adult with COVID-19 in the school is not an indication to close the entire school. The Department of Health is developing materials and algorithms to use with schools to support response actions and decisions.”

Decisions to close one or more classrooms, or the entire school, for in-person instruction will be made on a case by case basis in conjunction with the Department of Health and the Superintendent.

## **Operational and Facilities Considerations**

### **Cleaning Throughout the Day**

Common spaces and frequently touched surfaces and doors will be disinfected by custodians three times each day. This includes bathrooms, countertops, and door handles. Custodial staff and teachers will continue to follow VT DOH regulations regarding cleaning, sanitizing, and disinfecting. Students and staff are expected to clean the area where they eat after finishing their meal. Sanitizing misters will be used in all rooms by evening custodians in classrooms, hallways, and entrances each day.

### **Safety Drills**

We will continue holding safety drills in accordance with state regulations, however they must be conducted in the context of the VT AOE guidance regarding the reopening of schools and the

guidelines presented by the WSWSU.

## Definitions

**Cleaning:** Removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting:** Kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing:** Lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Dwell Time:** The amount of time a surface must remain wet(with chemical) for a sanitizer or disinfectant to kill bacteria and viruses.

**Exposure:** close contact with a person who has COVID-19 within the last 14 days. Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.

**Presumptive positive:** A presumptive positive result is when a patient has tested positive by a public health laboratory, but results are pending confirmation at CDC.

**Physical Distancing:** Keeping space between yourself and other people to prevent the spread of disease.

**Quarantine:** Separating people and limiting movement of people who have or may have been exposed to the disease to see if they become ill.

**Isolation:** Separating people who are ill from others to keep the disease from spreading.

**Cloth Facial Coverings:** Textile (cloth) covers that are intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing.