

Paris Independent Schools 2020 Fall Entry Guidelines



"Reimagining School"



2020 Fall Entry Guidelines

Table of Contents

- 3 Superintendent's Address**
- 5 New School Start & Dismissal Time**
- 5 Mask Requirements**
- 5 Transportation - Bus, Car Riders and Walkers**
- 6 Arrival**
- 7 Dismissal**
- 7 Food Service - Breakfast**
- 8 Food Service - Lunch**
- 8 Safety Expectations**
- 9 Social Distancing**
- 9 Screening, School Exclusion & Contact Tracing**
- 10 Personal Protective Equipment, including Cloth Face Masks**
- 10 Sanitation, Environmental, and Industrial Factor**
- 11 Extracurricular Sports/KHSAA**
- 11 Band/KMEA**
- 12 Our Plan for Maintaining Quality Teaching & Learning**
- 13 School Attendance**
- 13 Transition to virtual Greyhound Academy**
- 14 Support for Teachers & Staff**
- 14 Support & Communication with Families**
- 15 Timeline**
- 16 Additional notes**
- 17 "At a Glance" Health and Safety Graphics**



"Reimagining School"

Greyhound Families,

Thank you for your patience and understanding as our district has worked through the various challenges presented during the COVID-19 pandemic. The positive communications and offers of support, exemplifies why this district and community are so special.

Over the past several weeks, our Re-entry Task Force consisting of students, parents, teachers and administrators have met and worked to develop plans to support a safe return to school this fall. We have reviewed survey data, sought out advice from experts, hosted virtual town halls and consulted regularly with public health officials and the Kentucky Department of Education to create this plan. Our plan offers two choices for families and students this fall, Direct In-Person and Greyhound Academy.

Both of these options are focused upon student, staff and family safety. One option involves in-person learning and follows guidance received from public health entities. The other option, Greyhound Academy, provides a virtual instructional experience that mirrors the same learning pace as our in-person model. Additionally, the Greyhound Academy provides opportunities for direct virtual contact with a certified teacher every school day.

In the event that schools are closed to in-person instruction, the Greyhound Academy will allow for a seamless transition to all virtual learning. This ability to quickly pivot in the event of a shut down, will provide a consistent structure that we believe is crucial during this uncertain time.

Students will return to school either in person or via the Greyhound Academy on August 26th.

Below is a breakdown of what each option will look like:

Direct In-Person Model - This plan includes face to face instruction at our schools. Students who choose this option would attend school five days a week with numerous safety precautions in place. Face masks will be required when on buses, when moving and when 6 feet of social distancing cannot be met. Temperature checks will occur for all students and staff each day upon arrival and hand washing and sanitizing will happen frequently. Rooms and areas where different students would transition will be sanitized and deep cleaning will occur after school.



Greyhound Academy (Virtual Learning) - This model would allow students to receive daily instruction on an online platform from home. Students will be able to complete new learning on this platform. Additionally, students will have the opportunity to communicate virtually with a certified teacher every school day. Lessons will be delivered with a variety of resources like video, zoom, google classroom links and Summit (at the Middle and High School level). The pace of learning will match what is being taught with the Direct In-Person model.

Students and parents will be asked to commit to the Direct In-Person Model or the Greyhound Academy for a specific period of time (until our scheduled breaks Fall, Winter and Spring).

Students who register for Direct In-Person instruction will have the option to transfer to Greyhound Academy at any point however, students who are enrolled in Greyhound Academy will continue with that option until the scheduled break in the year. You will be receiving a link to complete registration for your child in the coming days.

Thank you again for your patience and understanding as we strive to provide a safe and healthy return to school this fall. Over the next few weeks, we will continue to host town hall meetings, share FAQ documents and respond to questions submitted via our google form which is located on our website at <http://www.paris.kyschools.us/>

Attached, you will find several additional documents that provide more details about our reentry to school plan this fall. Please feel free to reach out by phone at 859-987-2160 if you have questions or concerns, or submit your question with the google link and we will answer them in a timely fashion.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen McCauley". The signature is fluid and cursive, with a large loop at the end.

Stephen McCauley
Superintendent



Paris Independent Schools School Opening Fall 2020

Student and staff safety will continue to guide our planning for re-entry.



2020 Fall Entry Guidelines

New School Start & Dismissal Time

NEW START DATE for Students is August 26th

- First day for Staff is Monday, August 17th
- First day for Preschool students is September 2nd
- Updated academic calendars are located at <https://www.paris.kyschools.us/>

SCHOOL TIME CHANGES: School will begin 15 minutes earlier each day.

- Paris Elementary: 7:35 am - 2:50 pm
 - Students may arrive between 7:05 am and 7:35 am.
 - Preschool will continue to have a morning and afternoon session with start and end times communicated at a later date.
- Paris Middle and Paris High School: 8:15 am until 3:30 pm
 - Students may arrive between 7:45 am - 8:15 am to a social distancing area either in the cafeteria or gymnasium.

Mask Requirements

- Students are expected to wear their mask at all times when instructed by a school employee, on the school bus, whenever moving or transitioning and when social distancing is not possible.
- Staff will work to educate our students on the importance of social distancing and wearing a mask.
- A doctor's note will be required to exempt a student from wearing a mask and additional PPE will be provided in line with the physician's guidance.
- In the event that a student refuses to wear a mask, they will be transferred to the virtual Greyhound Academy.

Transportation - Bus, Car Riders and Walkers

Pupil transportation will be provided daily via school bus. All students will be expected to wear masks while riding the bus. Students will have assigned seats on the bus and attendance will be tracked daily. Students will sanitize their hands upon entering the bus and buses will be sanitized after each unloading of the bus.

Pupil Transportation for In-Person Learning

The safety of our students, drivers and monitors is our priority! Social distancing is difficult to maintain on a school bus. Every student that rides a bus is expected to wear a mask at all times while on the bus.

Parents play a huge role in the safe transportation of their students.

- Recognize the symptoms of COVID-19
- Help your student practice wearing their mask everyday
- Ensure that your student is fever free prior to boarding the school bus
- Ensure that your student is wearing their mask prior to boarding the school bus
- Remind your student that they must wear their mask at all times while on the school bus
- Encourage your student to follow all rules while on the bus

Student are required to:

- Wear their mask prior to boarding the bus
- Wear the mask at all times on the bus
- Sanitize their hands prior to walking to their assigned seat
- Remain in their assigned seat at all times

Arrival Times

Paris Elementary:

- 7:05 Doors Open
 - Temperature checks will be completed at the bus drop off (if they are not completed on the bus) and at the car rider and walker line
 - Students will report to the cafeteria or gym for breakfast. Students not eating breakfast will be seated in gym socially distanced
 - Bus riders enter through the front door
 - Car Riders and Walkers will enter through the back door off of High Street
- 7:20 Teachers in classrooms
- 7:25 Students begin to be released to classrooms

Paris Middle:

- 7:45 Doors Open
- 7:45 Teachers Report
- 7:45 - 8:15 Car Riders/Walkers/Bus Riders report to the Gym
- 8:00 Students released to main building

Paris High:

- 7:45 Doors Open
- 7:45 Teachers Report
- 7:45 - 8:15 Car Riders/Walkers/Bus Riders report to the Fine Arts Center cafeteria
- 8:00 Students released to main building

Dismissal

Paris Elementary:

- Bus Riders: Dismiss two classes at a time. Teachers will walk their class to the bus with social distancing.
- Car Riders: Teachers will walk with their classes (2 classes at a time) and split off to go to the back door through the gym. Supervision will be in place to guide car riders to the gym lobby where they will sit on spots that are clearly marked and socially distanced and wait for their name to be called to go to their car.

Paris Middle & High:

- Dismissals will be staggered by classrooms and students will be assigned to specific exits dependent upon their last period class to prevent large groups of students at exits.
- Teachers will escort bus riders to the back of the building using designated exits.
- During dismissal students must wear masks and remain socially distanced.

Food Service - Breakfast

Breakfast will continue to be provided free of charge to all of our students including students attending the virtual Greyhound Academy. Greyhound Academy breakfast and lunch pick up will be available from 8:30-10:00 daily outside of the Fine Arts Centers cafeteria.

Paris Elementary:

- Grab and Go Breakfast. Students will go to the cafeteria or gym to eat breakfast. Seating will be marked on the gym floor for yoga / calisthenics. Seating will be marked in the bleachers that are 6 feet apart for overflow.

Paris Middle & High:

- Grab and Go Breakfast. High School students will report to the cafeteria for breakfast and Middle School students will report to the gym for breakfast. This will begin at 7:45.
- Students will be released to 1st period at 8:00.
- If a student arrives after 8:00 they will report to their designated check-in entrance for health screening and temperature check before proceeding to their designated entrance.
- Students arriving after 8:15 will report to the front office for health screening and temperature check before proceeding to class.

Food Service - Lunch

Lunch will continue to be provided free of charge to all of our students including students attending our virtual Greyhound Academy. Greyhound Academy breakfast and lunch pick up will be available from 8:30-10:00 daily outside of the Fine Arts Centers cafeteria.

Paris Elementary:

- The Lunch schedule will be set for two grade levels to eat at the same time in the cafeteria and the gym.
- There will be extra time between each lunch period so that sanitizing can be completed.

Paris Middle & High:

- Students will eat in the cafeteria and/or the upper level of the gym to ensure social distancing.
- There will be extra time between each lunch period so that sanitizing can be completed.

Safety Expectations

The COVID-19 pandemic is a public health emergency that has spread across Kentucky affecting all age groups. The following guidelines are based upon what is known about mitigating risks of transmission across the Commonwealth to protect all populations. Protecting students and staff to reduce the spread in this environment and limit the community spread of COVID-19 is a priority at Paris Independent Schools.

COVID-19 is transmitted mostly through direct contact with respiratory droplets from an infected individual. The infected individual may have no symptoms or have symptoms of a fever (greater than 100.4), a cough, gastrointestinal symptoms (diarrhea or vomiting), a new rash or new loss of sense of taste/smell. The Kentucky Department for Public Health establishes safety expectations based upon the core measures to mitigate transmission.

At a minimum, Paris Independent Schools will follow the Kentucky Department for Public Health, Bourbon County Health Department, and the Kentucky Department of Education safety expectations based upon the core measures to mitigate transmission. These include:

- Social Distancing
- Screening, School Exclusion & Contact Tracing
- Personal Protective Equipment, including Cloth Face Masks
- Sanitation, Environmental, and Industrial Factor
- Daily Temperature Check and Health Assessment of All Students and Staff

Social Distancing

Social Distancing

- When students are moving or transitioning from the classroom they will wear a mask.
- During whole class direct instruction students will wear a mask **IF they are unable to maintain 6 feet of social distance**. Classrooms are being structured to maximize the space available for social distancing.
- Teachers will follow social distancing guidelines for students.
- Teachers and students will wear masks at school when social distancing guidelines cannot be maintained.
- Teachers will keep detailed seating charts to assist with contact tracing in the event of a confirmed COVID-19 test.

Paris Elementary ~ Paris Middle ~ Paris High:

- Spots will be marked throughout the buildings and in classrooms to help students and teachers know when they are 6 feet or more away from others.
- Each grade level will have additional space that teachers can utilize to spread students out.
- Schools are developing hallway traffic patterns to support social distancing.

Screening, School Exclusion & Contact Tracing

District Wide Screening, School Exclusion & Contact Tracing:

- Bus riders will have temperature checks after they board the bus when possible.
- Car Riders and students that walk to school will have temperature checks upon arrival on campus at designated entries.
- The school will ensure temperature checks of all students upon entry to the building.
- Parents are asked to check temperatures at home before sending students to school.
- In the event of a fever greater than 100.4, the student and staff should remain out of school until 72 hours fever free without medication. A person with a fever at 100.4 or over should get tested for COVID. They should quarantine until they have the results. If tests are negative, at this point the person must be 24 hours fever free without medication. If results are positive, regular quarantine protocol will be put into place.

Paris Elementary:

- Temperature Checks
 - Bus riders: temps taken on the bus or upon entry.
 - Car riders/Walkers: temps taken as student exit cars or upon entry.
 - Staff: temps check at sign in every morning.
- Seating charts for all classes and groups and bus to support contact tracing.
- Student movement throughout the day will be structured to minimize contact with other students to assist with contact tracing

Paris Middle & High:

- Temperature Checks
 - Bus riders: temps taken on the bus or upon entry.
 - Car riders/Walkers: temps taken as student exit cars or upon entry.
 - All students will enter designated doors to ensure temp checks including bus riders to ensure that everyone has been checked
 - Staff temperature checks occur when they sign in every morning.
- Seating charts for all classes and groups and bus to support contact tracing.
- Students will be scheduled in groups/cohorts for classes, including related arts as much as possible

Personal Protective Equipment, including Cloth Face Masks

Personal Protective Equipment, including Cloth Face Masks

- Students are encouraged to bring their own face mask to school
- In the event that a student does not have a mask, one will be provided.
- PPE will be provided at every school, including cloth face masks for students that arrive at school without a face mask.
- Masks should either be made of two ply cloth or be disposable.
- Masks should cover the nose and mouth in order to effectively prevent the spread of respiratory droplets.
- Mask can be any color or fabric as long as they do not include any text/graphics that would violate our school's dress code guidelines.
- Mask exemptions require a doctor's note turned into the school office

Sanitation, Environmental, and Industrial Factor

Sanitation, Environmental, and Industrial Factor

- Students will practice hand-washing frequently while at school and have access to hand sanitizer in the classroom, common areas and on the school bus.
- School buildings, classrooms, common areas and school buses will be sanitized regularly throughout the day while staff and students are present at school and deep cleaning will occur nightly.
- Water fountains and reusable water bottles

- Water filling stations will be available on multiple floors of each school building
- Students are encouraged to bring their own water bottle with their name on it
- Hands on manipulatives at school
 - Items will be sanitized regularly after each use
- Sanitizing Chromebooks
- Students and parents will be provided a handout that describes in detail how to:
 - Care for Chromebook at home and school
 - Clean Chromebook (what materials can and cannot be used)

Extracurricular Sports/KHSAA

Paris Elementary:

- Little Hounds and after school extra-curricular activities will follow the decisions made for high school and middle school sports.

Paris Middle & High:

- Schools will follow all guidelines set by KHSAA and KDE.
- Students opting for Greyhound Academy may participate in all extracurricular activities.
- Coaches, Athletic Directors and Principals will keep parents and students informed of the latest guidelines.

Band/KMEA

Paris Independent Schools will follow all guidelines and directives set by Kentucky Music Education Associates and Kentucky Department of Education.

Several recommendations that will be followed:

- Keep a 6-foot-by-6-foot distance between players, with an extra 3 feet for trombones
- Wear masks until everyone is seated and no talking without a mask
- Sit facing the same direction
- Use HEPA filters on ventilation systems whenever possible
- Wear masks with a slit for an instrument mouthpiece whenever possible
- No sharing of band equipment
- Rehearse outdoors when possible, perhaps under open-sided tents.

Our Plan for Maintaining Quality Teaching & Learning

Students and families will have two options for this school year

- **1 - Direct In-Person Learning** - Every student, every day! Paris Independent Schools are committed to opening our doors to in-person instruction each and every day. We do not intend to implement A/B schedules which would require students to attend on alternating days or weeks. We also plan to avoid half-day schedules.
- **2 - Virtual Learning** - Parents and students may choose the Paris Greyhound Academy as a learning-at-home option.
- Chromebooks will be provided for students who choose in person and virtual learning.
- **Online registration will begin Wednesday, July 22 giving parents the option to choose Direct In-Person Learning or the virtual Greyhound Academy.**
- **Before the start of school and after each break in the year, Fall, Winter and Spring, students will have the option to choose the Greyhound Academy or Direct In-Person Learning. We ask for this commitment to this time frame so that we can plan accordingly.**
- **Students may always move from in-person to Virtual at any point but may only move from the Greyhound Academy to in-person after one of the school year breaks.**

Paris Elementary:

- In-person - Student experiences will be enhanced with technology provided to every student.
 - **Devices for grades K-2 were ordered in June. If they are not delivered by the start of school due to shipping delays caused by Covid-19, we will provide alternative options until they arrive.**
- Greyhound Academy Virtual/Distance Learning - Google Classroom will be used in a similar fashion in-person classroom experience. Resources will be uploaded including items from Wit and Wisdom, Eureka, Mystery Science, various social studies resources, Being A Writer, and teacher created videos.
- Teachers will utilize Google Classroom as the platform for all instruction which will allow for a seamless transition if there are intermittent disruptions to the school year and all students become virtual learners for a period of time.
- Online registration for each student will include:
 - Choosing one of two options - 1) In-person or 2) Greyhound Academy Virtual Learning
 - Bus Transportation - a.m., p.m., or both
 - Any parent/student that needs support in this area, please contact your child's school for assistance.
 - Technology is provided by the school for at-home learning through the Greyhound Academy. Any family that needs support with internet access, please contact the school for assistance.
 - **Devices for grades K-2 were ordered in June. If they are not delivered by the start of school due to shipping delays caused by Covid-19, we will provide alternative options until they arrive.**

Paris Middle & Paris High:

- In-person - Students will access curriculum through Summit Learning Platform
- Paris Greyhound Academy Virtual/Distance Learning - Students will continue to access curriculum through Summit Learning Platform.
- ClassTag will be used as the communication platform for middle and high school. Teachers will also utilize the student backpack feature which is compatible with Google Suites.
- Online registration for each student to include:
 - Choosing one of two options - 1) In-person or 2) Greyhound Academy Virtual/Distance Learning
 - Bus Transportation - am, pm, or both
 - Any parent/student that needs support in this area, please contact your child's school for assistance.
- Technology is provided by the school for at-home learning through the Greyhound Academy. Any family that needs support with internet access, please contact the school for assistance.

Learning Design

Paris Independent Schools will **not** use a A/B schedule or bi-weekly schedule.

- PES will use a rotating schedule for stations with social distancing achieved by adding an extra room/space at each grade level to separate students and allow for more time without a mask when social distancing can be realized
- PMS is scheduling students in cohorts and allowing teachers to rotate classrooms to minimize transitions. Related arts schedules have been changed to accommodate fewer transitions of middle school students.
- PHS is developing a master schedule to minimize the number of transitions throughout the school day and utilizing classroom spaces to meet social distancing guidelines.

School Attendance

Daily participation is expected for students choosing in-person learning and at-home learning with the Greyhound Academy.

Transition to virtual Greyhound Academy

Students enrolled in in-person instruction will have the option to change to the virtual Greyhound Academy at any time. Students enrolled in Greyhound Academy will remain in the virtual platform until the window for changing opens at each of our school breaks (Fall, Winter and Spring). This will allow for adequate planning for transitions that may occur.

In the event that all schools are closed to in-person instruction, all students will be transferred to the virtual Greyhound Academy. All students and parents will receive guidelines for using Chromebooks:

- How to care for Chromebooks at home and school
 - Appropriate use of Chromebook
 - Transporting Chromebook
- Internet safety & privacy
 - Students and parents will receive a handout on Internet Safety & Privacy
 - Description of Blocksi and how teachers and Admin use it

Support for Teachers & Staff

- Professional Teaching Culture
- Training in all programs that will/can be utilized with in-person or virtual/distance learning
- Technology training to present instruction in a virtual learning situation (webcam, Chromebook, “document camera,” etc...)
- Time to develop daily instructional checklists, assignments, lesson plans, resources, videos, etc... for students in virtual learning options prior to school starting.
- Flexibility in staff dress code to allow for maximum safety during Covid-19 (Must be principal or director approved)
- Healthy at Work guidelines followed

Support & Communication with Families

- Daily morning announcements
- Immediate communication about any and all updates, changes, etc...
- Periodic virtual Town Hall meetings for Q & A
- Training (virtual or in-person if possible) for programs such as Summit, ClassTag, IC, Flipgrid
- Communicate how to access instructional content and schedules for at-home learning.
- Provide training or other context to use Greyhound Academy online resources
- Ensure families have access to specific technology and internet resources
- Communicate the plan if the internet or Chromebooks are not available initially
- Share regular information with families about ways to keep students healthy and safe at home and at school during the Corona-virus outbreak.
- Share any resources available in our community to support childcare, meals, and other supplies that may be available and useful.
- Provide help to families to prepare for supporting their child’s learning at home
- Provide support for families to know how they can access learning at-home resources and how they’ll be able to ask questions about them while schools are closed.
- Help families think about how they’ll structure learning at home.

Timeline

- Online registration for Direct Instruction or Greyhound Academy opens Wednesday, July 22 and closes Friday, July 31
- Town Hall meetings for district and school questions Week of July 27th
- School level plans released week of August 3
- Open House ~ Virtual or in-person pending COVID-19 guidelines...information coming soon
- Supply list available week of August 3
- Transportation schedules available week of August 17
- Teacher assignments at PES - mailed home the week of August 17
- PMS & PHS student schedules available first day of school

JULY 22

Online Registration for Direct Instruction and Greyhound Academy Begins

Week of
JULY 27

Town Hall Meetings for Paris Students, Parents, Staff, and Community

Week of
AUG 3

School level plans and supply lists released

Week of
AUG 17

**Transportation Schedules available
PES Teacher assignments available
First Day of School for Teachers**

AUG 26

First Day of School for Students (Direct Instruction AND Greyhound Academy)

SEP 2

First Day of School for Preschool Students

Additional notes

- **Outdoor classrooms, breaks**
 - PES, PMS, & PHS will schedule outdoor classroom activities and breaks often throughout the day
- **Restroom breaks**
 - Scheduled breaks will occur throughout the day.
 - Masks shall be worn at all times
 - Restrooms will be sanitized frequently
 - Signage outside and inside the restroom indicating proper procedures
 - Wash ~ Go ~ Flush ~ Wash ~ Leave
 - Staff outside restrooms during class changes to help monitor number of students in restroom
- **After school activities - ESS, Houndtown, etc.**
 - District-wide - for ESS or other after school programs we will follow the same guidelines that we have for classroom instruction (6 feet apart, wearing masks when not able to social distance, wipe down areas/materials/equipment after use). At the end of the school day, students report directly to where that program is held.
- **Open House information coming soon**
 - Virtual or in-person depending on current Covid-19 guidelines
- **Limit non-essential visitors to schools**
 - Based on the current guidance from health officials, only employees and students will be permitted to enter school buildings at this time. Parents will have access to the school through the front office of each school
- **Playground/recess (PES)**
 - Movement breaks scheduled for students throughout the day
 - Guidance on playground equipment is pending
- **Assemblies/field trips**
 - Large group assemblies and field trips will not be permitted at this time. We will continue to monitor the situation and follow guidance from the health department.
- **Health assessment/symptoms of COVID-19**
 - All staff will be trained in identifying potential/common symptoms
 - If students are exhibiting these symptoms, notify the office for an escort of student to nurse's station or office
- **Online registration Wednesday, July 22; please complete by Friday, July 31**
- **Supply list available week of August 3**

At-A-Glance | Social Distancing

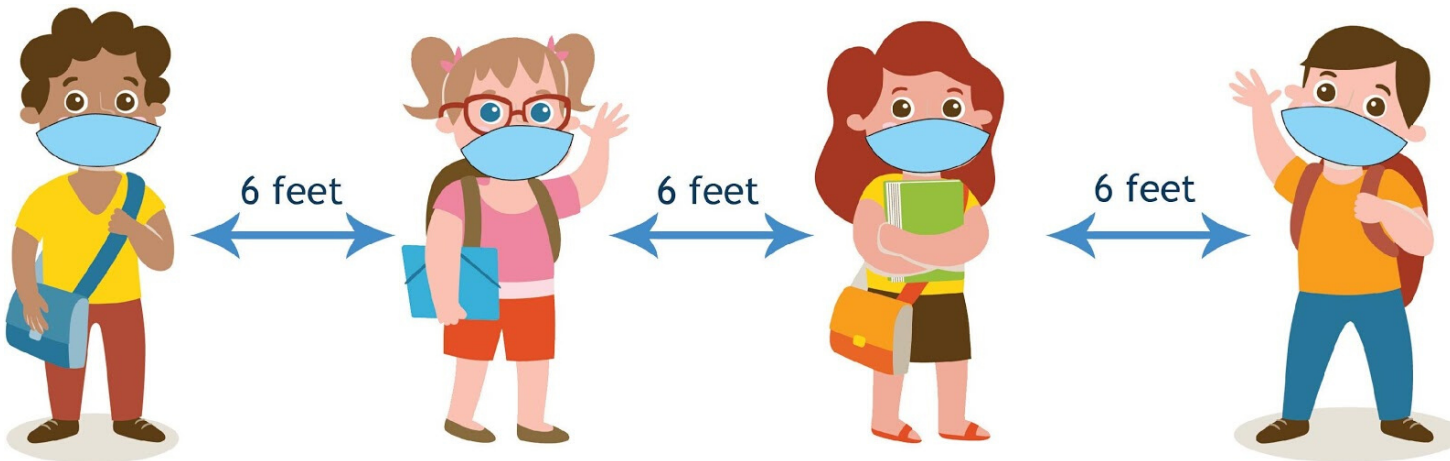


On the Bus:

- Load from back to front
- Sit with siblings
- Wear your mask
- Don't sit behind the driver

At School:

- Smaller class sizes
- Everyone faces same direction
- Space between desks
- Wear your mask



At-A-Glance | Cloth Face Coverings, Personal Protective Equipment and School Health Policies



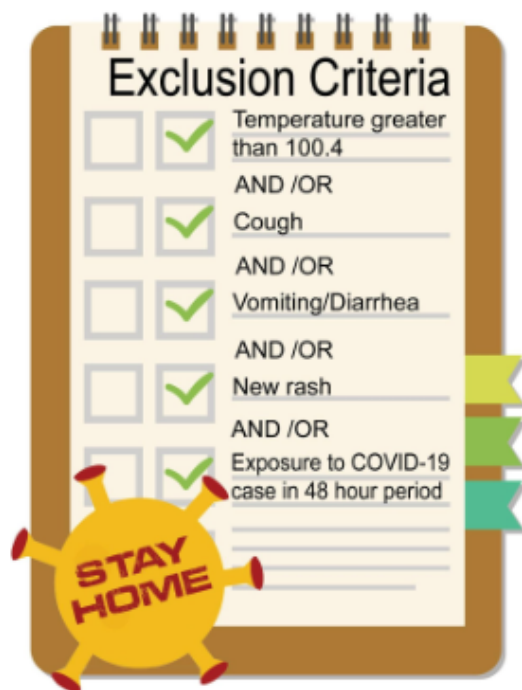
Screening and School Exclusion

School level plans include screening for COVID-19 symptoms prior to school entry. School entry begins at the point in which a student enters school property. This includes transportation by school buses.

Exclusion Criteria: Students or staff should stay home

OR be sent home if any of the following occur

- o Temperature greater than 100.4
- o Cough
- o GI (vomiting/diarrhea)
- o New rash
- o Exposure to a COVID-19 case during a 48 hour period before onset of symptoms until meeting criteria for discontinuing home isolation.



Contact Tracing

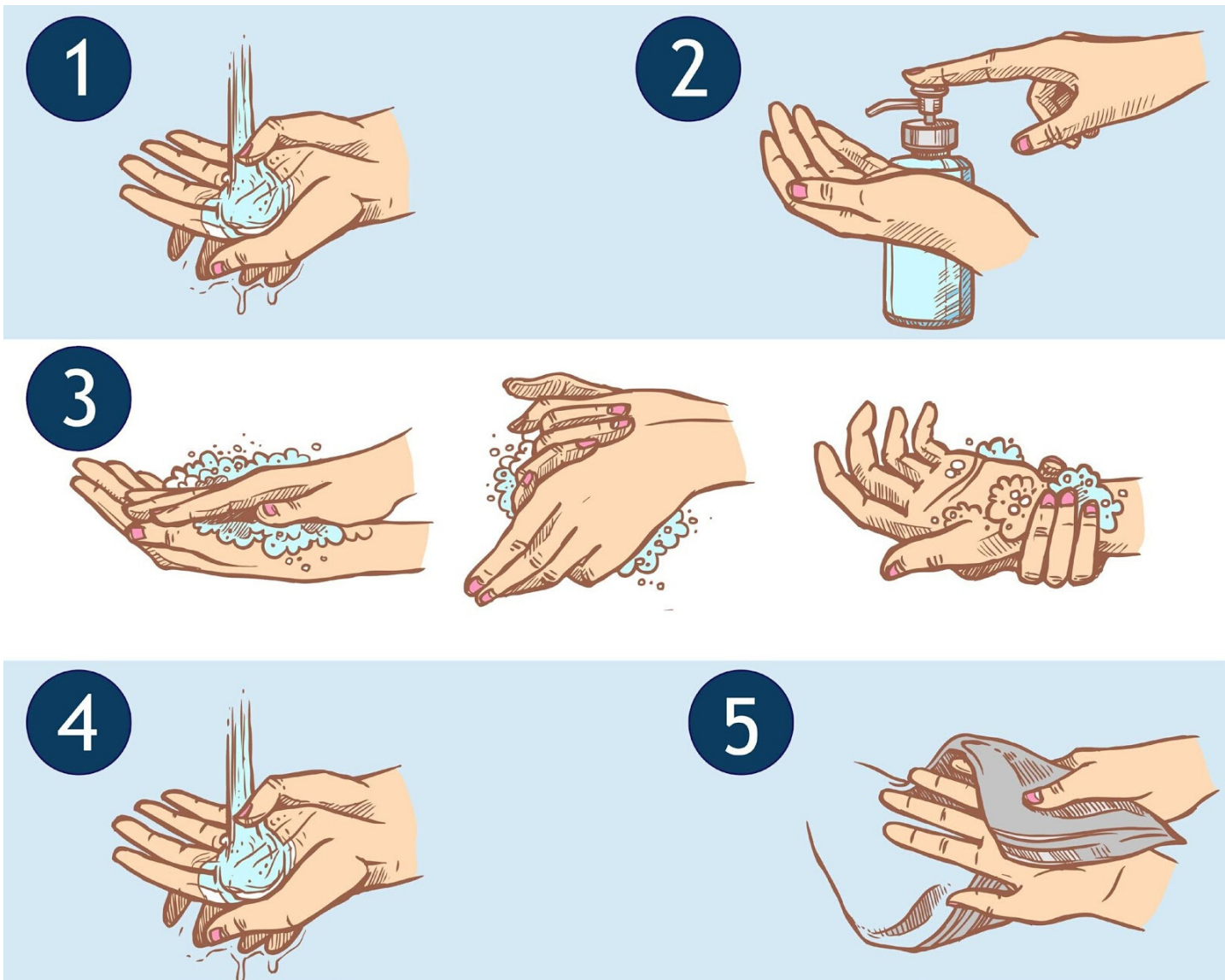


Safety expectations

Must be implemented by schools as determined by the Kentucky Department for Public Health.

- Quickly initiating a 14 day quarantine of at risk individuals is our best defense against further spread of the viral illness.
- Public health has used contact tracing for decades to identify a person with a communicable illness, isolate that person, and quarantine others with high-risk exposure to the infected person to prevent disease spread.
- This technique has worked with measles, chicken pox, mumps, and multiple other illnesses seen in schools.

At-A-Glance | Sanitation and Environmental Standards



How to wash your hands:

- Wet hands with running water
- Apply enough soap to cover wet hands
- Scrub all surfaces of the hands - including backs of hands, between fingers and under nails - for at least 20 seconds
- Rinse thoroughly with running water
- Dry hands with a clean, dry cloth, single-use towel or hand drier as available