



Carlisle Area School District
COVID-19
PARENT INFORMATION HANDBOOK
TIER 2 – HYBRID SCHEDULE
2020-21

MESSAGE FROM Mr. Carmichael

The COVID-19 Pandemic has required educators to develop unique plans to ensure the health and safety of staff and students while maintaining a strong educational program. The purpose of this handbook is to provide information regarding practices and protocols necessary to operate in a Tier 2 (hybrid/half capacity model). We hope that this information is helpful as we begin the 2020-21 school year.

What is Tier 2?

In Tier 2, students will experience a hybrid schedule that includes both in-person and online learning. The hybrid schedule reduces the number of students in each school day due to COVID-19. Students have been assigned to Group A or Group B.

Group A students attend school in-person on Mondays and Tuesdays and learn online on Wednesdays, Thursdays and Fridays.

Group B students attend school in-person on Thursdays and Fridays and learn online on Mondays, Tuesdays and Wednesdays.

Note: Wednesday is an online day for all students so that buildings can be thoroughly cleaned and disinfected between groups of students.

Tier 2- “Hybrid/Half Capacity”

Conducting School

The school will operate in a very secure manner, and will only allow access to essential staff and students. While parents/guardians may be accustomed to coming to school to bring items, pick up students for appointments, or attend scheduled meetings, we are being careful to limit access to the building while students are in classes. We will work to schedule parent meetings/conferences remotely, primarily on Wednesdays, as all other weekdays our focus will be on safe use of the building for students in classrooms, and should not have parents/guardians or others coming to the building.

Devices/iPads

An iPad, charger, charging block (and earphones, if needed) will be assigned to every student on their first day of in-person school. In the event that the District begins the school year in Tier 1 (fully online), an iPad distribution will be scheduled.

Do you still have your student's iPad from last school year?

Please return the device in a bag that has the student's name or tape the student's name to the device and bring to Crestview at your earliest convenience.

Arrival

Bus Riders -will come off the bus and enter the front main entrance of the building.

Parent Drop Offs -will enter from the back of the building

Students may not arrive early and wait or visit with one another outside of the building. Groups of students will not be permitted to gather in common areas such as the lobby, cafeteria/gym. Staff will guide students to classrooms upon arrival.

Doors open: 9:20 AM

First bell: 9:30 AM

Late bell: 9:40 AM

Dismissal

Students will be dismissed, class by class using a staggered dismissal timeline beginning with bus/van dismissal, followed by parent pick-ups and walkers. Staff will walk with groups of students as they board buses/vans. Teachers will walk with their class from the classroom to the exit.

Attendance

Classroom teachers will take attendance daily for students learning in-person and online.

Activities

Staggered Start for Kindergarten:

There is no staggered start planned for this school year. Our Kindergarten teachers will be creating some virtual opportunities to help create a smooth transition for all our incoming Kindergarten students and families.

Back to School Nights:

More information about Crestview's back to school nights will be coming out next week with class placements. Crestview will be creating numerous video resources to help support students with their transition back to school.

Backpacks/Personal Belongings

Students are asked to limit what they bring to and from school. Ideally students will carry iPads, packed lunches (if a school lunch is not purchased) and limited items. Refrain from bringing "show and tell" items. Backpacks will be permitted and will be stored in a safe manner in the classroom allowing ample space between each backpack.

Supplies

Student supplies needed for this school year will be kept to a minimum. The district will limit or eliminate shared supplies as much as possible. Please do not send the following as the District will supply:

- Tissues
- Hand sanitizer
- Headphones
- Dry Erase Markers
- Desk bins
- Pencil boxes
- Whiteboards

- 2 sets of playground equipment for each classroom (one set for Group A and one set for Group B)

A supply list which includes a small list of suggested items that you may want to provide for your student can be accessed through this link. [Please click here.](#)

Classroom Organization/Management of Materials

Desks/tables:

Desks and/or tables will be spaced as far as possible, facing one direction.

Collaboration and group work will occur through the use of virtual tools.

Classroom Behavior and Discipline

Developing a strong classroom environment is always of utmost importance and it will be especially important this year to build a strong classroom community.

Teachers will follow established discipline procedures when “In-person.”

Online Behavior and Discipline

Developing a strong classroom environment will be vital to the online setting.

Teachers will:

- Spend the first several days of school building a classroom community by developing relationships with students
- Establish clear expectations
- Review expectations at the start of Zoom Meetings
- Utilize the following strategies for addressing student behavior during zoom meetings:
 - Warning to Student
 - Mute Student/Turn off student video
 - Place Student in separate Meeting Room
 - Contact Parent
 - Have student complete Behavior Reflection
 - Schedule a virtual meeting with parent, teacher, student and principal to discuss student’s behavior
 - If necessary, principal and counselor may conduct a home visit

Bathroom Breaks

We will implement a process to ensure there is a limited number of students in the bathroom at any one time.

Urinals and sinks will be blocked off for social distancing.

Water Breaks and Water Fountains

Water fountains will not be available for use, except for touchless bottle fillers.

Students should bring a water bottle each day.

Breakfast/Lunch

Students will eat breakfast and lunch in classrooms.

Breakfast:

A “Grab and Go” breakfast will be offered to students when they enter the building.

Students will eat their breakfast in the classroom.

Lunch:

Students will eat lunch in the classroom.

If buying, limited choice of menu items will be offered and delivered to the classroom.

Recess/Playground Equipment

The recess schedule is designed to limit the size of groups and allow cohorts of students to access the playground.

One grade level at a time will be on the playground.

Each classroom will use an assigned play area on the playground.

Students and staff will wash hands or use hand-sanitizer before and after being on the playground.

Social distancing will be reinforced to the greatest extent possible.

Playground equipment will be cleaned frequently.

Classroom sets of equipment will be supplied for Group A and Group B students.

Assemblies/Large group meetings

None

Field Trips

None

Extra-Curricular Activities/Events (such as Book Fairs)

None

Visitors/Guests

Visitors/guests will not be permitted in the building.

ID procedures will remain in place.

If dropping something off at school, parents will use the “drop-off area” located between the front door and the office.

After School Clubs/Programs

None

After School Detention

None

iPads/Technology

1 to 1

Students should take iPads home daily. Chargers/charging blocks should remain at home.

Specials

Students will move to the designated location for specials (art, music, PE/health, library, counseling).

Specials will occur on a 30-day rotation.

Notes:

- PE: Outside weather permitting
- Library: Book check out will occur in small groups. Returned books will be quarantined for 5 days.
- Instrument Lessons: online

Grading

Students will receive standards-based report cards each trimester.

HEALTH/SAFETY PLAN

Face Coverings

Face coverings are required for staff and students at all times and in every setting (with the exception of breakfast and lunch). There will be brief face covering breaks throughout the day for staff and students.

Face coverings must be appropriate and in compliance with the CASD's dress code.

Movement Around the Classroom

Social distancing will be maintained as much as possible.

Movement through building/hallways

The schedule has been designed to allow for staggered hallway movement, as much as possible using the following strategies:

- Limited number of students in one location.
- Staggered hallway movement for arrival/dismissal/specials.
- Social distancing will be maintained as much as possible.
- Six-foot distancing signage has been installed on hallway floors.
- Traffic pattern maintained where students/staff walk on the right side of the hallway while maintaining social distance.

Cleaning/Sanitizing

Frequent cleaning of high touch areas throughout the day and daily sanitization of classrooms and other areas.

Each classroom will have disinfectant and cleaning supplies available for use throughout the day.

Handwashing

Students will have several opportunities throughout the day to wash their hands. It will be expected that each student washes their hands before and after eating and when using the restroom.

Isolation Room:

A room has been designated as an isolation room, a location that will allow for a student to rest should he/she exhibit symptoms at school and therefore require a parent/guardian pick-up from school.

The student will be closely monitored by staff until the student is picked up by a parent/guardian.