

# Safe at School Guidelines for Caverna High/Middle School



**In person classes  
2020-21**



## Welcome Back Colonels!

The following building plan has been developed for the health & safety of our students and staff as we begin the new school year. It outlines the expectations for proper & safe re-entry of in-person classes. This plan could change at any time with new recommendations by the CDC, KDE, or governor's office.



# GENERAL SAFETY GUIDELINES AT SCHOOL

- \*ALL students and staff are **required** to wear a face covering or mask (unless there is a medical issue) when they enter the building and when in transition throughout the school day
- \*Students and staff may remove their face covering or mask while sitting in an area or classroom and can maintain social distancing of six feet or more
- \*Students and staff will practice **social distancing** (6 feet apart) rule as much as possible while at school; anytime this is not possible, face coverings or masks are required
- \*Anyone with a temperature of **100.4 degrees** or above will not be allowed to enter the school
- \*When students/staff enter the school and/or classroom, they will **wash or sanitize** their hands
- \*Students will **NOT** use lockers this year, but **will be allowed** to carry backpacks
- \*Time between classes/activities will be allowed for **proper cleaning & disinfection** of high-touch areas/surfaces

# GENERAL SAFETY GUIDELINES AT SCHOOL

**STUDENTS OR STAFF SHOULD STAY HOME IF THEY FEEL SICK OR EXPERIENCE ANY OF THE FOLLOWING:**

- Temperature of 100.4 or greater
- Moderate to excessive Coughing/sneezing
- Vomiting/Diarrhea
- New Rash
- Exposure to a COVID-19 case/person
- Tests positive to COVID-19



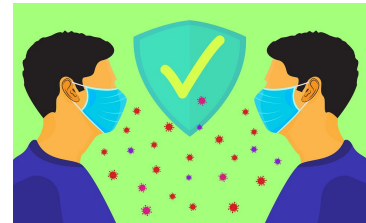
**STUDENTS WILL ALSO BE ISOLATED WITH SUPERVISION AND SENT HOME IF THEY EXPERIENCE ANY OF THE SYMPTOMS DURING THE SCHOOL DAY FOR THE SAFETY OF EVERYONE**

**→ Students will have assigned seating in all classes at six (6) feet apart or as much as possible and facing the same direction**

**→ Students will have assigned seating at breakfast & lunch**

# FACE COVERINGS & MASKS

- Students and staff are expected to **provide their own face covering or mask** on a daily basis; masks will be provided to students who do not bring their own
- Students and staff may be exempt from wearing a mask by providing a medical waiver or doctor's statement
- All face coverings and/or masks must be school appropriate and adhere to dress code
- Masks can be lowered during classroom time if all students & staff are seated 6-feet apart
- Students who refuse to adhere to wearing a face covering/mask at the appropriate times or social distance will be sent home and will be registered for the virtual option
- All face coverings/masks should:
  - \*Cover both nose & mouth
  - \*Fit snugly and secured with ties or ear loops, but comfortable against the side of the face
  - \*Allow for breathing without restriction
  - \*Be able to be laundered & machine dried without damage or change in shape



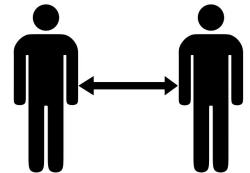
# MORNING PROCEDURES

- **Doors will open at 7:45 am at CHS/CMS**
- **Temperature checks will be conducted for all car riders and student drivers/passengers before entering the school**
- **All bus riders will enter through the front door and report directly to their 1st period class, unless getting grab & go breakfast in the cafe**
- **All car riders must wait inside their vehicle until temperature check is completed**
- **All car riders/drivers will enter through the back gym doors and report directly to their 1st period class, unless getting grab & go breakfast in the cafe**
- **Parents shall not escort students into the school building**
- **Practice social distancing as much as possible**
- **Face covering or masks shall be worn entering the building and in the hallways in transition**



# HALLWAY PROCEDURES

- **One way traffic will be expected throughout the building**
- **Students & staff shall walk on the right side of the hallway**
- **Students & staff shall walk single or double file in the hallways**
- **Students & staff shall practice social distancing as much as possible in the hallways**
- **Students shall not walk in groups or huddle up in the hallways for any reason**
  
- **Water fountains will not be allowed to use; students may bring their own water bottles and refill their bottles at the bottle filling stations**
- **No lockers will be assigned or used this year; backpacks will be permitted**
- **Read and follow all signage concerning safety guidelines**
- **Students & staff shall walk single file up/down stairs on the right side**



# BREAKFAST & LUNCH

- **Students will have assigned seats at breakfast and lunch for contact tracing purposes**
- **Face coverings or masks are required in transition to and from breakfast/lunch**

## BREAKFAST

**CMS breakfast will be delivered to classrooms in the morning**

**CHS breakfast will do grab & go in the cafeteria & report straight to 1st period**

## LUNCH

**CMS/CHS lunch will be in the cafeteria and other locations in order to social distance**



# DISMISSAL

**Dismissal will be as followed: (by announcements)**



**⦿ Car riders & student drivers will be released first each day**

**\*All car riders will exit through the gym doors**

**\*Student pickups will be in the designated pick up line; no parking in the lot**

**\*Student drivers will exit through the elevator stairwell door**

**⦿ Bus riders will be released 1-2 buses at a time as they arrive on campus**

**↳ Students will need to go directly to their assigned exit as they are dismissed**

**↳ Face coverings or masks are required during transition**

**↳ Students will follow one way traffic and walk on the right side of the hallway**



# VISITORS

- Visitors are welcome, but will be limited as much as possible
- **CHS**-All parents/guardians/visitors must check in at the visitor window and wait in the visitor area if signing out their child
- **CMS**-All parents/guardians/visitors must check in at the middle school office
- Temperature checks and contact tracing will be required for anyone entering the building
- Face coverings or masks are required to enter the building



# CHS Curbside Registration/Open House

**AUGUST 10-14 --Student Packet Pickup Week (9:00-3:00)** daily at CHS front office

**\*\*ALL students** (in-person & virtual) entering grades 9-12 will need to pick up their information folders during this week

**AUGUST 17-20 --CHS Curbside Registration/Open House (1:00-4:30)** each day

**\*\*ALL students** (in-person & virtual) need to plan on attending on their designated day below:



**AUG. 17- SENIORS**

**AUG. 18 -JUNIORS**

**AUG. 19 -SOPHOMORES**

**AUG. 20 -FRESHMEN**

**Students will:** officially register for in-person or virtual classes, pick up class schedules, drop off student information folders, pay parking fees & choose spots, & virtual students will pick up Chromebooks if needed.

# CMS BACK TO SCHOOL INFO SESSIONS

MONDAY, AUG. 17TH AND TUESDAY, AUG. 18TH



**SESSION #1 1:00-2:00**

**SESSION #2 2:30-3:30**

**SESSION #3 4:00-5:00**

**SESSION #4 5:30-6:30**

**\*\*FOR STUDENTS AND PARENTS TO DISCUSS THE EXPECTATIONS OF VIRTUAL & IN-PERSON INSTRUCTION, LEARN HOW TO USE THE TECHNOLOGY FOR CLASSES, & COMPLETE PAPERWORK\*\***

# Caverna School Calendar 2020-21

- **No** early release Fridays this year.
- **No school for students** on the following dates:  
**Sept. 4**  
**Oct. 23**  
**Nov. 13**  
**Dec. 11**  
**Jan. 15**  
**Feb. 12**  
**Mar. 19**
- **Teachers ONLY** will report on these dates
- **Deep cleaning** will be conducted on these dates

**Caverna Schools 2020-2021** **2 Week Delayed Start**

July 2020							August 2020							September 2020							October 2020							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
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November 2020							December 2020							January 2021							February 2021							
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT	
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March 2021							April 2021							May 2021							June 2021							
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