

# Protocols and Procedures for the Opening of School

## Cony Middle and High School

### Guidance and Expectations

- The Department of Education, CDC, and American Pediatrics Association along with many educational organizations are committed to 5 days a week of IN-PERSON education for ALL of our students. This belief is the foundation of all of work in maintaining the safety of our students and staff.
- We are following the Maine Standard Operating Procedures (SOP) from the Department of Education and the Maine and National CDC. These documents change as the risks change. We will inform students, staff, and families of changes that impact the school.

### Universal Masking

- We have a requirement for all students and staff to wear masks when indoors despite vaccination status. The Augusta School Board voted on this at the August 11<sup>th</sup> meeting.
- Students and staff do not need to wear masks outside IF they are not crowded and are not having sustained close contact

### Social Distancing

- Whenever possible, students should maintain 3 ft distance from each other. Whenever possible staff should stay 6 ft from students. If social distancing is not possible, masking will help prevent risks. It is imperative that we work toward all student in-person 5 days a week.

### Hand Sanitizing

- Cony will still have hand sanitizing containers throughout the school.
- We ask that all student hand- sanitize on the way and out of school.
- It is recommended that students hand sanitize between and after meals.

### Contact Tracing

- Contact tracing will happen as it is needed.
- The SOP (Standard Operating Procedures) from the DOE have identified some exceptions to quarantining when exposed to the COVID at school
  - Individuals who are vaccinated. If the exposure occurred after vaccination but prior to the 14 days of the vaccination series, the close contact will need to be quarantined.
  - Individuals who are participating in pooled testing
  - Individuals who has a previous positive COVID test within 90 days

- School has a mandatory masking policy and the student has been 3 feet from the infected person as long as no direct physical contact and well-fitting masks. This does not include staff, buses, cafeteria or school sponsored activities.

### **Pooled Testing**

- As a district, we are participating in pooled testing at both the elementary and secondary levels. Students are highly encouraged to participate in pooled testing. Students who participate in pooled testing may not have to quarantine. To sign up, please contact the school nurses: Alaechia Ellis or Abby Folsom.

### **Visitors**

- We will be limiting visitors to the school. Parents and caregivers should email or call.
- Staff should have any special guest or parent/caretaker approved by the administration to come into the school.
- No visitors or organizations will be able to rent building until November at the earliest.

### **Meals**

- Breakfasts and lunches will happen in the food court, great hallway, and small gym like we did last year. Students and staff will be assigned an area.
- To follow the recommendations of the CDC, we need to implement assign seating. Students will select their seat and then they will need to sit in that seat until further notice. Each table can only have 4 students to ensure social distancing.
- The lunch tables will form a cohort. Seat locations will be documented to help with contact tracing.
- Students should take off their masks to eat and then put it back on as soon as possible.

### **Buses**

- Buses will resume the normal level of students but ALL students and drivers will need to wear a mask. Windows may be open to help with ventilation.

### **Virtual/Remote Learning**

- Because it was not an effective strategy for teaching and learning, we will NOT be using google meets/zoom for virtual/remote learning at this time.
- If things change, we will adapt as needed
- If a student is absent, then the teacher and student will work together using google classroom to create a plan to help the student.

### **Staff Vaccination Rate**

- The state is requiring that we publish our number of vaccinated staff each month.

- Our Assistant Superintendent is going to do a staff survey each month about how many staff are vaccinated by Sept. 10;
- DHHS is going to publish each school staff vaccinated data

### **Vaccination Clinic**

- We are going to hold Vaccination Clinics at school if we can schedule them
- Cony has still not made the threshold of 30% of students and staff to participate in pooled testing. We will send more information out regarding pooled testing. We encourage our students and their families to sign up for pooled testing.
- As things change, we will adapt.

### **Open Campus**

- We are going to continue with Open Campus for grades 10, 11, and 12. To leave campus, students must have a signed permission slip by their parents/caretakers.
- Students can use the picnic tables out front but they need to use social distancing.
- Staff are able to bring classes outside for class in the visitor parking lot.

### **RAM/RTI/Homeroom time**

- We are going back to the originally scheduled RAM and RTI times. It won't be by homeroom like it was last year.
- We will begin the school year with some emphasis on Habits of Work and Social Emotional Learning during RAM/RTI time.
- Middle School will go back to the original structure of work make up rooms and enrichment rooms by teams for the RTI time; Homeroom will have on Wednesday instead of Tuesdays
- High School will follow Monday-Period 1; Tuesday, Period 2; Wednesday, Period 3; Thursday, Period 4 and Friday Homeroom.

### **Technology and Google Classroom**

- Every class and homeroom will have a google classroom. All students need to sign up for the google classrooms that they are assigned.
- Students need to check their emails multiple times a day to ensure that are in communication with their teachers.
- Laptops will be given at as soon as possible at the beginning of the year.
- Students who have not turned in their laptops must do so and may be delayed in getting them back.

### **Instructional Information**

- Singing is ok with masks; band ok with covers, etc as we did at the end of last year
- Students can share supplies/items in class. If possible, wipe them down between uses.
- Staff can bring students/classes outside as needed.

- Students can work in groups but are encouraged to socially distance where possible
- Students can show their work on the board or on white boards and share supplies. Students should wipe down their supplies when they are done with them when possible.
- Staff can invite guest speakers in to the classroom with the approval of the principal. When possible, virtual speakers are encouraged.
- When staff are organizing their classroom, they should maintain social distancing whenever possible.
- We are not having field trips at the beginning of school. We will determine as the year goes on
- Use assign seating whenever possible

### **Special Education and 504 Meetings**

- Special Education and 504 meetings will continue to be virtual using zoom or google meets

### **Student Desks**

- We are going to continue to have students wipe down student desks before they leave each class. Teachers will have supplies on hand and budget time and ask students to wipe down the desks and chairs.

### **Student Drop Off and the Visitor Parking lot**

- The visitor parking lot will be closed again this school year.
- Families will need to drop students off on the side near the staff parking lot. We will have two rows of cars to ensure a smooth drop off process. It is imperative that drivers are driving slow showing caution for our students.
- Buses will drop student off out front at 6:50am

### **7<sup>th</sup> Grade Open House and First Days for 7<sup>th</sup> graders**

- 7<sup>th</sup> Grade Open House is the night before school August 31<sup>st</sup> at 6:00pm in the Cony auditorium. It will be in person and also recorded for parents/caretakers to watch. The first several days will be an orientation for 7<sup>th</sup> graders.

### **Freshmen Orientation**

- We will host a freshmen orientation on the first day of school for our 9<sup>th</sup> graders.

### **Athletics and Extra Curriculars**

- We are resuming all athletics and extra-curricular activities.
- Masks need to be worn when inside at all times. Masks do not need to be worn outside at this time.
- Attendance needs to be recorded at all in person meeting for contact tracing purposes.

- Homecoming is scheduled for September 20-25. We are scheduled to have the bonfire at Mill Park on Sept. 22nd.
- At this point, we can have spectators at games.
- We have some openings for some extra-curricular activities advisors. We will share this with Cony staff first and then post externally.

### **Other Vaccinations**

- Please note there is a difference between Covid vaccine and the required vaccinations for students to come to school. At this time, the COVID vaccination is not required; however, the other vaccinations are required. Students who received Vaccine Letters are now able to come to school. They are allowed for 90 days grace period. If you have any questions, please contact your school nurse

### **Early Release**

- The School Board voted with the unanimous support of the administrative team to have an Early Release every Wednesday that there is not a holiday. This will provide staff to engage in professional development focused on student achievement.
- See [augustaschools.org](http://augustaschools.org) for a schedule.

### **Dress Code**

- The School Board has changed the dress code policy so students can wear hats and hoods this year. The hats and hoods can not be distracting to the education and must be appropriate for school.

### **Summer School 2021**

- We offered Summer School this year and students were able to earn over 100 credits. We are proud of our students and thankful to the staff who taught these classes.