

Face-to-Face School Plans

School: Adult Education Center

Date Submitted: October 13, 2020

Guidelines for all schools:

- 1) Wear a mask in school and on the bus (face masks if needed, are provided to students).
- 2) Wash hands (hand sanitizer will be available in all classrooms and soap in restrooms).
- 3) Socially distance (Keep a social distance of 6 feet away from one another)
- 4) Temperatures will be taken each morning and as needed (the staff will perform this duty).
- 5) All students will be expected to comply with the guidelines as listed in numbers 1 through 4 and with the 2020-2021 DPS Student CORE (Code of Responsibilities and Expectations).
- 6) Breakfast and lunch will be provided in classrooms (bottled water will be provided to students throughout the school day).
- 7) Classroom doors will be kept open to increase ventilation, including the doors in the stairwells.
- 8) No visitors outside the school division will be allowed in the school during the school day.
- 9) K-3 Face-to-Face students will bring their Chromebooks back to school with them when they return on the first day. Chromebooks will remain at school. Middle School and High School students will bring their Chromebooks with them to school each day, fully charged.

1. What is the new daily schedule for virtual and face-to-face?

The Adult Education Center will operate on a virtual and face-to-face schedule.

- **Student Hours:** 9:00 - 1:00 1:00 - 5:00 Monday, Tuesday, Wednesday, Thursday or by appointment
- **Employee Hours:** 9:00- 5:00

2. How many students will be face-to-face?

Adult Education: Total Students: 88 Virtual: 66 Face-to-face: 22

Teen GED: Total Students: 8 Students Virtual: 6 Face-to-face: 2

3. How will arrival and dismissal of students be handled (bus, car riders, walkers)?

Arrival:

Students will arrive and enter through the main entrance to the Adult Education Center. Temperatures will be taken, students will sign in, and hands sanitized. Temperatures will be taken by designated staff (Echols, Lee, or Scott). Masks will be provided.

Dismissal:

Bus riders: Students will sign out and exit through the Center doors. Teen GED students will dismiss when bus transportation arrives. Students will social distance and be escorted by staff to the bus for transport.

4. Describe how classrooms will be arranged and the average number of students in each classroom.

Classes:

Monday/Wednesday: 9:00-11:00 ABE classes; 11:00-1:00 ABE classes
Monday-Thursday: 9:00-11:00 GED classes; 11:00-1:00 GED classes
Monday-Thursday: 1:00-5:00 classes Distance Education/IET
Monday-Thursday: 12:15-1:15 JVG classes
Monday-Thursday: 2:00-3:45 Teen GED Reading/Social Studies
Monday-Thursday: 4:00-5:30 Teen GED Math/Science

All classes will have 6-8 students in each class. Each table will only have one chair to promote social distancing. Students will remain six feet apart. Computers will be spaced in classrooms. Chromebooks/Desktops are available for students to use in the classrooms, so students at DAP will not have to transport chrome books back and forth during the week.

5. Meals will continue to be served in the community. Face-to-face students will consume their meals in their classrooms with their teachers. How will this be accommodated?

Teen GED students will eat in their classrooms, or the teachers will escort the students to the outside area for eating on the tables under the canopy. Students will sit one person to a table and practice social distancing of six feet away from other people; teachers or staff will supervise meals. Masks may come off when the students eat, but the students will eat without talking. Students eat from 3:45 - 4:05. Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking.

6. How will class changes/transitions be conducted?

Students will be escorted by **one staff member** at all times during transitions of classes, restroom, lunch, and dismissal.

7. How will students be monitored in the hallways?

Students will be monitored by the assigned staff member for that student at the time. No student will be in the hall without the monitoring of a staff member.

8. What will be the guidelines for restroom use?

Students at Adult Education Center always go to the restroom one at a time. This will continue with staff supervision in the hallways. Custodial staff will clean the restrooms several times during the day.

9. If staff do not have responsibility for teaching, what duties will they be assigned?

The clerical staff are the only staff who do not have teaching responsibilities. They will be responsible for taking temperatures, monitoring the main hall, calling parents and staff, and recording attendance.

10. Where is the wellness room located and how will it be monitored when occupied?

The wellness room is the office beside Ms. Kingery's office. The backup wellness room is Mr. Cannady's office. Staff will monitor the wellness room until someone can pick up the person with suspected illness.

11. How will emergency drills be conducted?

General Recommendations:

- For all drills, we will adhere to all physical distancing guidelines and face covering recommendations as closely as possible.
- In the event of an actual emergency, physical distancing and face coverings should not be prioritized.
- We will ensure that hand sanitizing takes place after each drill.
- For remote learners, we will encourage students and families to practice appropriate disaster drills in their own homes, including knowing who to call and how to stay safe.

Earthquake Drills:

- We will conduct multiple drills with small groups of students and/or staff so physical distancing can be maintained.
- We will follow normal drop, cover, and hold protocols while maintaining physical distance and wearing face coverings.

Fire Drills and other Evacuation Drills:

- We will conduct multiple drills with small groups of students and/or staff, so physical distancing can be maintained.
- We will use a "blocked" format with one classroom evacuating at a time, or multiple classrooms evacuating if multiple exits are available for simultaneous evacuation.
- We will increase the number of evacuation locations to allow for physical distancing.

Lockdown and Shelter in Place Drills:

- We will conduct drills with adults first, or with adults only, so physical distancing can be maintained.
- We will conduct multiple drills with small groups of students/staff, so physical distancing can be maintained.
- We will record a video with a small group of people demonstrating what to do during a lockdown and use the video to educate others.

12. How will singleton courses/exploratory be taught?

There are no singleton courses.

13. How will the staff teach student expectations to ensure safety, order, and an environment conducive to learning?**Teaching and modeling safety guidelines**

Staff will meet with students and adults at each grade level and discuss safety guidelines. Each day safety guidelines will be practiced and modeled by all staff. Posts will be made on Google Meet. Announcements will be made to virtual and face-to-face students through Google Meet and posted on the school website and Facebook.

Addressing students' social and emotional needs

Expectations will be discussed daily. Weekly announcements are made through Google Meet for virtual and face-to-face students and posted on the website by Ms. Wall about behavior expectation and character traits. Information about city resources during the pandemic will be shared and posted with our adults and students.

Training and enforcing the school-wide expectations and Student CORE

Center wide expectations will continue to be a daily routine for our students. Classroom expectations will be discussed with the students daily. Routine will be key in keeping our students and staff safe and secure.

14. How do we handle a positive case in the school system?

When a teacher or student is confirmed to have Covid-19, the Principal will notify the Pandemic Coordinator. Contact tracing will begin immediately to identify any exposures. The staff and parents of that school will be notified of a positive case. If a student has been exposed, the student's parents will be notified. If a staff member has been exposed, he/she will be notified.

If we are confident we have identified and contained the exposures, we will continue classes as normal. If we are not confident that we have identified all of the exposures, we may have to close a class for 14 days, or even the school for 14 days. This decision is determined on a case-by-case basis.

If someone in the student's or staff member's home tests positive and the student or staff member tests positive, then that student or staff member is exposed and will be quarantined for 14 days.

**We have several satellite programs in which we are currently providing distance learning activities for our adults but are not allowed to enter at this time: HELP Ministries, HeadStart, and Correctional Facility.