

Rubric for Opening Shelby Public Schools

This guidance document serves as a framework for opening Shelby Schools in a healthy and safe manner, relative to the phase or level of COVID-19 spread we are experiencing at the state and local level. The components of this plan will remain flexible and adaptable to the potential changes within each step. Therefore, this document will be updated regularly as new information becomes available and/or additional requirements are requested of the Shelby Schools.

Topic	Step 0 (Lockdown)	Step I	Step II	Step III	Step IV
Grouping & Scheduling	Schedule will remain the same; however, all instruction will be online	Distance Learning will be the norm; however, struggling student will be able to receive in-person instruction as designed on an individual basis	<p>Elem</p> <p>Elementary students will remain in their classroom with specials being presented via video, or based on specific plans to maintain physical distancing. The schedule is designed to limit large gatherings or multiple groups from utilizing the Library, Gym, Cafeteria and the same areas of the Playground.</p> <p>JH/HS</p> <p>Clustered Block Scheduling will be used in the JH/HS to reduce frequency of movement (Arrival and Departure). Large Group gatherings will be mitigated with Physical distancing, masks or eliminated.</p>	<p>Elem</p> <p>Elementary students will remain in their classroom with specials either coming into the room or moving the students to a different area that has been sanitized. The schedule is designed to limit large gatherings or multiple groups from utilizing indoor portions of the facility (i.e.: Library, Gym, Cafeteria).</p> <p>JH/HS</p> <p>JH/HS Clustered Block Scheduling will be used in the JH/HS to reduce frequency of movement; however, students will transition between classes. The longer block schedule will allow students to clean their area before changing classes. Students will be required to wear masks during passing time and specific walking patterns will be created to promote physical distancing. Large Group gatherings will be mitigated with Physical distancing, masks or eliminated.</p>	<p>Elem</p> <p>Elementary students will begin moving as per pre-COVID-19 conditions (increased handwashing and large group activities will be limited)</p> <p>JH/HS</p> <p>The Clustered Block Schedule will be modified to allow students to experience an 8 period day and an Open Campus. Large Group gatherings will be mitigated with physical distancing, masks or eliminated</p>
Physical Distancing	N/A	Distance Learning will be the norm; however, struggling student will be able to receive in-person instruction as designed on an individual basis	Physical Distancing of students and staff will occur to the degree necessary for the activity, event and location. In most classrooms 3-6 feet is achievable and will be observed. The wearing of masks will be required in some settings, especially where optimal physical distancing cannot occur (i. e.: on school buses, in hallways, at arrival and dismissal). Hallways will be marked for directional traffic flow and some offices will have transparent barriers for student and staff protection.	Same as Step II	Only large group gatherings will be mitigated with Physical distancing, masks or eliminated
Face Coverings	N/A	Face Coverings will be required for those entering district buildings	<p>There will be specific instances where masks or cloth face coverings will be required. All staff, visitors and students must wear a cloth face covering during arrival, dismissal, in hallways, and in common areas.</p> <p>Face coverings may also be required when in the presence of a known health compromised student or staff member</p> <p>All masks and cloth face coverings must be school appropriate.</p>	Same as Step II	Face coverings will only be required when in the presence of a known health compromised student or staff member

Health Screening	N/A	Masking, distancing and limited attendance will make screening unnecessary	<p>Shelby School District personnel will guarantee that they are personally responsible on a daily basis to monitor their own health and potential COVID-19 exposure. If staff members are symptomatic or if they have been in close contact with a COVID positive individual, they must report that information to their supervisor and stay home until they have been cleared to return to work by a health official.</p> <p>Students and parents will be asked to monitor for COVID-19 symptoms and potential exposure. If a student exhibits symptoms or has been exposed, then they must stay home from school. They may not return to school until they have been cleared to return to school by a health care official or become symptom free.</p> <p>If a student exhibits symptoms at school, they will be isolated until a parent can be notified to pick the student up.</p>	Same as Step II	Same as Step II
Testing for COVID-19	N/A	N/A	<p>Shelby Public School District will encourage staff that show COVID-19 symptoms to be tested whenever those symptoms appear.</p> <p>Parents are encouraged to do the same for their children.</p>	Same as Step II	Same as Step II
Busing	No Busing will occur	No Busing will occur	<p>Parents are encouraged to transport students whenever it is feasible to do so.</p> <p>On the Bus:</p> <ul style="list-style-type: none"> - Students will be assigned seats with no more than one student per seat (exception: Family groups of students will be assigned to sit together). - Masks will be worn by students on school buses. - Windows will be open to provide ventilation when feasible. - Students will use hand sanitizer as they enter the bus - Sanitation of seats and handrails will occur between routes whenever possible. 	Same as Step II	Buses will run as normal; however, masking might be required
Hallways / Lockers	N/A	Any student in the facility will bring their materials with them and no lockers will be used	<p>Lockers will be off limits</p> <p>Hallway traffic will be one way if possible otherwise clearly defined and marked flow directions will be posted.</p> <p>Routines and procedural expectations will be taught within content classes to accommodate physical distancing and safe practices.</p>	Same as Step II	Students will be assigned lockers and hallway movement will be as per pre-COVID-19 conditions

Playgrounds	N/A	Playgrounds will be off limits	<p>Elementary Recess schedules have been established to keep cohort groups of students together on the playgrounds.</p> <p>Sanitation of playground equipment will occur on a scheduled basis.</p> <p>Example of Playground Locations:</p> <ul style="list-style-type: none"> - 6th Grade - South end of football field (one class east other class west) - 5th Grade - North end of football field (one class east other class west) - 4th Grade - Flagpole / JH/HS BB Court - 3rd Grade - Northwest Field (inside fence) / North basketball courts - 2nd Grade - North playground / South field closest to the fence + South BB Courts - 1st Grade - 1/2 of South Playground / North field - Kindergarten - 1/2 of South Playground / East field area 	Same as Step II	Recess will return to pre-COVID-19 conditions
Meals / Cafeteria	Meals will be delivered to specific locations in Shelby	Meals will be delivered to specific locations in Shelby	<p>Elementary Lunch</p> <ul style="list-style-type: none"> - Kindergarten and First-Grade will eat in the Cafeteria. - Second Grade through sixth grade will eat in their classroom or outside. <p>JH/HS Lunch</p> <ul style="list-style-type: none"> - Closed Campus - 7-9 will rotate into one area of the cafeteria every three weeks the other two grades eating lunch in their classroom or outside. - 10-12 will rotate into one area of the cafeteria every three weeks the other two grades eating lunch in their classroom or outside. <p>General Information for Lunch:</p> <ul style="list-style-type: none"> - Students and staff will be required to wear face coverings while in line. - Touchless ID entry for students will be implemented. 	Same as Step II (Elem Exception: 2 additional classes will begin using the cafeteria on a rotating basis)	Normal Cafeteria use will be established in both building and the Campus will be open for HS Students
Visitors & Adult Protocols	Schools will be close to the public	No uninvited individuals will be allowed in the facility	<p>In order to protect our medically fragile and immunocompromised students and staff members, for the most part, schools will only be open to students and staff. The Shelby Public School District campus will allow limited access for pre-approved family members, visitors, vendors and volunteers. In order to enable contact tracing and enhance the health of the District, approved visitors will not be allowed access beyond the Main Office without a mask or cloth face covering.</p>	Same as Step II	Pre-approved visitors, vendors and volunteers will still be required to wear a mask or cloth face covering.

<p>Organized Activities / Extracurricular</p>	<p>N/A</p>	<p>Extracurriculars and organized activities will likely be cancelled</p>	<p>Shelby Schools will follow MHSA Guidance</p> <p>District Actions:</p> <ul style="list-style-type: none"> - The District has posted signs warning against COVID-19 - The District will limit the occupancy of events to follow current State Health Officials and Toole County Health Department guidelines. - The District may require attendance sheets or seating charts for events to assist with contact tracing. - The District may require Health Screening for all those in attendance. - Face masks and coverings may be required for all those in attendance, depending on the event and venue. - Hand sanitizing stations will be available at events. - Students, faculty, staff, and approved visitors should follow the expectations of the District which promote healthy habits and reduce the potential spread of the COVID-19 virus within our community. 	<p>Same as Step II</p>	<p>The district will reduce restrictions regarding oncampus events</p>
<p>Educational Delivery Modes</p>	<p>Distance Learning will be implemented</p>	<p>Mainly distance learning; however, struggling students will still have an opportunity to interact with staff</p>	<p>Shelby Public School District plans to offer both face-to-face instruction in the traditional school setting with certain modifications to meet current protocols. Additionally Shelby Public School District also intends to offer distance learning for those families that desire that model of instruction.</p> <ul style="list-style-type: none"> - Delivery and instructional techniques may vary when compared to previous years; pending individualized plans. For example, physical education classes may spend more time outdoors and/or only certain areas of the AgEd facility will be open to groups of students. 	<p>Same as Step II</p>	<p>Distance learning will only be available to those students with documented health concerns</p>