Dear Odyssey Charter School Parents, July 15, 2020

We are excited the Governing Board approved our reopening plan for August 2020-2021! All plans were created taking into account the results of the parent survey, teacher input, state requirements, and best practices. Keep in mind, **plans are subject to change** with current information received from the state and/or local health department. We cannot wait to see our students and their families! Though this year is going to look a little different, Odyssey will still provide the quality education and personalized instruction you have come to know and love. We are much more prepared to take on remote learning, should that be a necessity. We have thought through each of the different color phases and each scenario at school. Here is an outline of the information from the state required template sent with this document, it is not all inclusive. We were hoping this would be a little easier to read, even though there is still a lot of information.

**Schedule and School Day Plans**

* We will be following our normal schedule; the amount of school days has not been adjusted, nor the hours. School will still be from 8:30 to 3:00 (8:30 to 1:00 on Wednesdays). Our approved calendar will not be changed. We feel our students need to be in school (and we miss them)! We will be following all safety and health regulations and requirements provided by the state as well as the local health department to do what we can to create a low/no risk environment for students to learn.
* Students will remain in their homeroom most of the day. There will be no transitions to leveled language arts, math, or specialties (other than PE, which will be outside). This is to keep a cohort of students together to aid in contact tracing as well as minimize interactions with other students and materials.
* Students will still receive instruction from their specialty teachers (music, Latin, PE, and library); the teachers will be rotating to the student’s classroom instead of the students transitioning to the specialty classroom.
* PE will be outside, Latin and music will be in student’s homeroom classrooms. Library will be replaced with a story time in the homeroom classroom with the option to request books to check out and have them delivered to the student.
* Odyssey is prepared to offer an online, synchronous learning option if your child is high risk and needs to remain at home during the yellow phase, or you are just not comfortable sending them to school. There will be one designated online teacher per grade level (chosen from existing Odyssey teachers). Their classroom will be broadcast all day to allow for remote learning from home. Students participating in remote learning are still expected to be in attendance each day, participate, and complete all assigned school work.
* You will be asked to make a decision about In-School (on campus) or Remote Learning (at home).  Once you have chosen which option you prefer, you are committed to that option for at least the first quarter. At that point you will have the option to change your decision, should health or other circumstances necessitate such a switch. Again, the choice is a commitment for one quarter. Keep in mind that if you choose the synchronous learning model (online) at anytime, all students from that grade level will be in the same class to facilitate synchronous learning. This may result in a change of teachers should you switch your student’s place of learning. Teachers of those classes will be determined by the first of August. A form will be sent on Monday, July 20th, after the virtual parent meeting for you to make your choice. The form will need to be filled in by no later than July 24th at 5:00pm. If a form is not filled out, that student will automatically be placed in a physical classroom.

**Increased Cleaning and Hygiene Protocols**

* Students will sanitize their hands each time they enter or exit a classroom.
* Students are allowed to bring their own hand sanitizer but the school will provide sanitizer as well.
* Sanitizer will be placed at every entry and exit as well as in each room.
* Drinking fountains will be turned off and students will not be allowed to drink from them (students are asked to bring water bottles; please write their name on the water bottle).
* Non-toxic chemicals will be used to clean desks each day
* Students are allowed to bring non-toxic wipes and sanitize their desk/supplies as needed (if you prefer that as a parent)
* There will be increased sanitation in bathrooms; every other urinal blocked and every other sink blocked. Door handles of bathrooms will be disinfected every half hour.
* Odyssey is purchasing cleaning supplies and sanitizer to assure that we have what we need to keep our community safe and healthy!

**Masks**

* Masks OR Face shields are REQUIRED at all times when inside the school. This applies to parents as well.  (Exceptions will be made for lunch, recess, and PE, and when appropriate physical distancing guidelines can be followed.)
* Parents are asked to send students with a clean mask each day.
* Teachers of students in younger grades will be generous in giving kids a break from their mask, if needed.  This will be done at the teacher’s discretion.
* If ANY student is struggling and needs a short break from their mask then accommodations will be made by the teacher.
* Students WILL NOT be required to wear masks when outside for recess.  They are optional at that point.
* Masks can be any color or pattern. This is a chance for students to show their style and personality and have fun with our uniform! We just ask that it not be distracting to others (lights, sounds, etc).

**General**

* Parents are expected to perform daily wellness checks on their children and SHOULD NOT send kids with symptoms to school.  THIS IS CRUCIAL! We are stressing with both staff and students, “**If you feel sick, stay home**.” A symptom checklist and protocol will be sent soon.
* Temperatures must be checked daily. If you do not have a way to check temperatures, please call the front office to have your student placed on a list of students who will be checked each morning by the front office.
* Parent volunteers must wear a mask and not come to the school if they are showing any symptoms.
* All assemblies, field trips, CETs, after school clubs, choir, and other large group events are cancelled or postponed until further notice. Virtual substitutions will be considered.
* After school tutoring will continue. Students will be in a large classroom to allow for physical distancing. Face coverings are to be worn by students and staff.
* Students will be trained on new protocols for each area of the school and increased hygiene practices will be taught and implemented.
* We will have designated doors that students will enter and exit through for lunch.
* All students will enter through the front doors using appropriate physical distancing but grades will exit through different doors to get to carpool. They will still remain on their designated side (red or blue), we are just trying to avoid the bottleneck at the front office at the end of the day.
* Parents, we ask that you do not enter the school to take your students to their classroom (first day included). Please drop them off at the front of the school. We will have people in place to help guide students to their classrooms.

**Lunch**

* Students will have assigned seats in the lunchroom (with their class).
* Students will be distanced at least an arm’s length away from each other and students sitting on only one side of the tables, all facing the same direction.
* Grade level lunch times will be staggered to allow for only one grade in the lunchroom at a time and only one grade out at recess at a time.
* Masks are required transitioning to the lunchroom but can be removed while in the lunchroom eating lunch.
* Lunch tables will be sanitized prior to the next group of students coming in.
* Students will keep their lunch boxes/bags in their backpack and return it to their backpack after lunch and before recess to avoid the “lunch bucket.”
* School lunch will be grab-n-go.

**Recess**

* Students will still be given regular recess and masks are optional.
* Playground equipment will be closed.
* Classrooms will be assigned to particular areas each day and switch the next to avoid contact with multiple classes.
* A limited number of students will be allowed in the bathroom at one time.
* All toys from home need to stay at home.

**Classroom**

* Physical distancing will be practiced as much as possible.  Obviously, classrooms are not big enough to allow six feet between students; hence the need to require masks and/or face shields.
* Students will be assigned seats.
* Group work will be limited and students will be distanced when in this setting.
* Teachers will train students on proper sanitizing techniques, social distancing, proper mask wearing, etc.
* Students will be asked not to touch each other or share materials with each other.
* Water bottles are allowed in the classroom.  Teachers will train students how to refill water bottles to make sure that germs are not being spread.  Teachers will remind students to take home water bottles and wash them each day.  They should be refilled at home as much as possible.

**Hallways**

* Face coverings are required.
* Students will be taught how to social distance when walking in the halls
* Students will be taught to “stay to the right” in hallways and not to walk together in groups
* Flow patterns are being developed to limit student interaction in the hallways.

**What if a student exhibits COVID-19 symptoms at school?**

* Students will be placed in a quarantine room with their mask and parents will be contacted and asked to pick up their student.

**How will the school respond to potential outbreaks?**

* Schools will consult with the school nurse and the Utah County Health Department regarding procedures for responding to a positive COVID-19 case by an employee, student, visitor, or those who have come into contact with an individual testing positive.
* Schools will coordinate with the local health department for temporary school closures due to COVID-19.
* Schools will communicate updates to parents promptly.
* The school nurse or administrator will send a letter to parents if an outbreak occurs (i.e. class, entire school).

We realize there may be a lot of questions. We also realize that we may have not thought of everything and situations will need to be addressed as they come up. A virtual parent meeting will be offered on July 20th at 10:00am. This meeting will be recorded and sent to families by Wednesday, July 22nd for those who are unable to attend. More information will be sent between now and then. We ask that if you have any questions unanswered in the materials sent home that you please send your question(s) to [admin@odysseycharter.net](mailto:admin@odysseycharter.net) by Saturday, July 18th, so we can be prepared to answer them during the virtual meeting. This is not a feedback meeting; your feedback was provided in the survey sent earlier this summer. Thank you so much for the feedback! It has been useful in planning for this next school year. The plan has been approved and we are moving forward. We just want to be able to answer any questions you may have prior to your decision to choose in-School learning or remote learning.

These are unprecedented times!  However, we firmly believe our kids belong in schools!  Our Odyssey faculty and staff cannot wait to meet these new challenges.  We are up to the task and we are definitely STRONGER TOGETHER!

Thank you again for your support and patience during this time!

Odyssey Charter School