

# Implementation & Operational Framework



JAGUARS

Jury Elementary School

2021 - 2022

# Background

The Hazelwood School District was impacted in an unprecedented way by the emergence of the novel coronavirus (SARS-CoV-2), the causative agent of COVID 19. The profound negative impact of loss of in-person learning on the well-being of children has been well documented and thus we are preparing for in-person return of all of our student learners to school in August for the 2021-2022 school year.

Since this pandemic has not ended, Jury Elementary needs to be prepared to reduce the chance that anyone will acquire this infection during the school day. This implementation & operational framework is to ensure that Jury Elementary has procedures and practices in place to mitigate the risk of exposure and infection.

It is important to understand that as COVID-19 is changing, the procedures outlined in this reopening framework may change to reflect updates and CDC guidelines. Feel free to revisit this plan often as updates will be made when shared with school administration.

# School Information

- **School Hours**

- Kdg - 5th grade 8:50am - 3:50pm
- Pre-Kdg 9:00am - 4:00pm

- **Principal**

- Mr. Darion Murdock
- 314-953-4401

- **Assistant Principal**

- Mrs. Kimberly Beck 314-953-4427

- **Main Office** 314-953-4400

- Ms. Martin, Secretary  
314-953-4402
- Ms. McCrary

- **Counselor**

- Ms. McElroy 314-953-4436

- **Social Worker**

- Ms. Brown 314-953-4420

- **School Nurse**

- Ms. Lallis 314-953-4410

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# Arrival & Dismissal Procedures



# Arrival

To help lessen the opportunities for students to cross paths during arrival, each mode of transportation to school has its own entrance. Students should not arrive to school prior to 8:40 am as supervision of students begins at that time. Students will enter the building & proceed to class following the One-Way floor signs as follows:

## Car riders/daycare

- Cars will drive around to the side of the building & proceed to the second entrance on that side of the building (Exit #10)
  - All student learners will report directly to their classrooms.

## ● Walkers

- Walkers will walk to the back of the building & enter at Exit #10. Supervisor will support social distancing at exit.
  - All student learners will report directly to their classrooms.

## ● Bus riders

- Bus riders will be dismissed one bus at a time and enter thru the main doors.
  - All student learners will report directly to their classrooms.

## ● Pre-Kindergarten

- Students will enter building at Exit #12 at 8:50 am
- All Pre-K parents must park and walk their student learner to entrance 12.
- Pre-Kindergarten teacher & TA will greet students at the door.
- Students will be supervised in room 3 until 9:00 am & then be escorted to their classroom.

## ● YCare

- Will not be available for the 2021-2022 school year.

# Late Arrivals

All entrances will remain open & supervised until 9:00 am. After 9:00 am, students arriving late will report to the Main Entrance, exit #1. The following steps will be followed:

- Students will push button and show face on the camera.
- Office staff will buzz student inside the building; parents will not need to enter building.
- The attendance clerk, Ms. McCrary will document date/time of student arriving in SIS and inform teacher that student is on the way to class.
- To help lessen visitors, parents will not be required to sign student into the office for late arrivals.
- To help mitigate transmission of germs, tardy passes will not be given; email notification to teacher will suffice as documentation of student's late arrival to class.

# Dismissal

We will maintain safe social distancing guidelines by dismissing each group at a specified time. Students will follow the One-Way floor markers and exit as follows:

- **Walkers: Exit #10 (3:40 pm)**
  - Students who walk will be called for dismissal, and will exit the building at 3:50PM using exit 10, and proceed either thru the park exit, or travel up the hill toward the front of the school. A crossing guard will be posted to help ensure safe travel across Old Halls Ferry.
- **Car riders: Exit # 3 Cafeteria(3:45 pm)**
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- **KG-2nd Exit # 3 Cafeteria**
- **3rd - 5th (Main Floor Kdg-2nd grade hallway)**
  - Teachers will escort their class to the cafeteria and wait, socially distanced, as car riders names are called.
    - Students will sit/stand on floor markers. We will make every attempt to place markers a minimum of 3 feet apart.
    - Names of students are kept on name cards on the dashboard of each car and are called for dismissal
- **Bus riders: Exit #1 (3:50 pm)**
  - Bus supervisors will stand in the hallway next to their bus number and escort students to the bus, when their bus arrives.
- **Daycare:** Daycare dismissal supervisors will line students up in the Pre-K hall for dismissal from door 12.

# Early Dismissal

For students that need to be leave our school building prior to the scheduled dismissal time will follow these procedures:

- No early dismissals will made after 3:30pm. Parents/Guardians will be required to provide written notification of any dismissal changes.
- Parents/Guardians will buzz office, but will not enter building. They will show their ID to an office staff member from the door.
- Parents/Guardians will be instructed to park in a designated parking spot for curbside dismissal.
- Office staff member will verify pick-up list in SIS and call for student.
- Office staff member will escort student to designated parking spot and document dismissal time in SIS or on sign-out sheet.



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# Cafeteria & Recess Procedures

# Breakfast

To help ensure effective social distancing guidelines, the cafeteria will not be used for students to eat breakfast. Breakfast will be delivered to the classrooms to allow students to eat breakfast in their respective classrooms. Hand sanitizer will be provided for students to clean their hands before eating.

After students eat breakfast in the classroom, the following measures will be occur:

- Student desks will be cleaned & sanitized
- Trash will be collected, placed outside the classroom door & disposed of by custodian
- Students will take restroom/hand washing break according to schedule or use hand sanitizer in the classroom until scheduled restroom break

# Lunch

As we transition back to 100% in-person learning, students will continue eating lunch in the classroom. . Students will sit at their desks and eat lunch quietly while a movie is played in their classroom (3 ft. minimum where possible) Students will wash/sanitize their hands prior to eating lunch. Students must put their masks back on immediately after finishing lunch.

- With daily attendance, teachers submit list of students eating a school lunch.
- Lunch will be delivered to the classroom each day. There will be a hot and cold lunch choice daily.
- Each classroom will be supervised by a lunch monitor (staff members) to allow teachers to have a 30 minute duty-free lunch.
- Teachers need to be aware of all food allergies in the classroom and restrict the consumption of allergens. Please make your parents aware of foods that are restricted.
- Custodians will collect the trash outside the classroom door. Please place your trash cans outside the door before going to recess.

# Recess

Recess is an important part of a school day to allow students opportunity to socialize and enjoy fresh air. However, it is important to continue to practice social distancing to mitigate risks that can be associated with normal unstructured play.

Recess will be structured play and the following guidelines will be followed:

- Recess exit Door #8
- Recess enter Door #9
- Masks are required while outside for recess.
- Each classroom will have a variety of outside games/activities.
- Classes will be assigned to either the blacktop/track, small playground, field inside track and large playground with no mixing of groups.
- Students will be assigned to a specific type of outside game/activity for the day and will keep that same toy for the duration of the day. Teachers will rotate through the week.
- All games/activities will be sanitized each evening.
- Students will clean their hands upon entering the building.

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# Instruction

# Face-to-Face Instruction

Students will work on identified priority or focus standards daily. This year our focus is on instruction using non-fiction texts, including Science and Social studies, and increasing rigor in all subject areas. Students and staff will be required to wear a mask at all times, except breakfast and lunch.

Students will also receive special area instruction for a total 55 minutes.

- Library
- Art
- Music
- Physical Education

All specials will be held inside the classroom, other than PE. Specialists will travel to classrooms using carts. Teachers will be responsible for taking their students to PE and picking them up, on time.

# Classroom Supplies

Students will utilize their own personal supplies to help support their educational activities. Items not included on the district approved school supply lists will be provided by the school. Individual sets of math manipulatives for each student has been purchased to discontinue sharing materials. Additional supplies for art class will be purchased to help mitigate the risks of sharing supplies.

Student supplies will be kept in individual containers with access only by that student. This will help lessen the opportunity for cross-contamination.

You may find the grade level supply lists on the Hazelwood School District website.

## Chromebook Sanitization

Chromebooks will be kept by each student K-5th grade. In the event a chromebook needs to be repaired and exchanged for another, they will be sanitized according to technology guidelines.

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# Health & Safety



# Daily Cleaning

Daily cleaning is essential to keeping our school building as free of germs as possible. Our day custodian will clean all areas visited by students and staff routinely ongoing throughout the day. Each evening, the building will be deep cleaned by our team of custodians.

For additional information, please click on the link and watch the video from HSD.

[Evolving Together / Building Safety Precautions Video](#)

# Ill Students

If a student exhibits symptoms related to COVID-19 while at school, a parent/guardian will be contacted to pick up the student immediately. Ill students waiting to be picked up will wait for their parent in the designated isolation room. Jury's isolation room is two doors from the main office. A staff member will supervise students that are in the isolation room from the waiting area right outside the isolation room.

- Parents/Guardians will buzz office, but will not enter building. They will show their ID to an office staff member from the door.
- Parents/Guardians will be instructed to park in a designated parking spot for curbside dismissal.
- Staff member will verify pick-up list in SIS and call for student.
- Staff member will escort student to designated parking spot and document dismissal time in SIS or on sign-out sheet.

## Isolation Room

The old Mindfulness Room, across the hall from the nurse's office will serve as our Isolation Room. Ill students waiting to be picked up will wait for their parent in this room. A staff member will supervise from the waiting area right outside the Isolation Room. An additional Isolation Room has been designated to handle overflow of students. Parents will be instructed to seek medical assistance from the students' doctor and follow quarantine and isolation instructions from the school nurse.

# Ill Staff

A district expectation is for each staff member to complete a COVID-19 questionnaire and include personal temperature on a daily basis. Responses for this questionnaire are forwarded to the building principal.

If a staff member falls ill during the school day, the following measures will be taken:

- The staff member will immediately notify their direct supervisor to get classroom coverage and next steps.
- The school nurse will be immediately notified and the staff member will self isolate away from the building.
- The contact tracing team will begin their investigation.
- The staff member will follow isolation or quarantine guidelines as indicated by school nurse and follow up with their primary care physician or public health department.

# Safety Procedures & Drills

Emergency Drills are a part of the overall safety plan of every building and need to be in place to ensure safety of everyone in the building; however, social distancing expectations may make it more difficult to plan and ensure safety while preparing for or during an actual event such as a fire or severe storm.

- Emergency drills (tornado, earthquake, fire, and intruder drills) will need to be conducted once per month.
- Teachers will monitor students to ensure that they maintain social distancing guidelines. We will make every attempt to ensure a minimum of 3 feet of social distance between students at all times. Each classroom will be directed out of the building using designated exit and entrance doors (per the Jury Emergency Evacuation Plan). The school will utilize a monthly schedule.

# Visitors

No visitors are permitted inside the school building, at any time, to help minimize unnecessary interaction with students and/or staff members. All meetings between staff and stakeholders (parents/families) will occur virtually.

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# Restroom & Handwashing Procedures

# Restroom Expectations

Classroom teachers will schedule regular restroom breaks throughout the school day for students to take care of personal business and/or wash their hands. Jury Elementary has (2) two boys restrooms and (2) two girls restrooms, allowing each classroom to have a specified times for restroom breaks one at a time. Classes will be assigned one of two locations for their restroom breaks to again mitigate the risks for mixing classroom groups more than necessary. This schedule will be shared with the staff so all classes follow the schedule daily.

## Gender Neutral Restroom

- Jury's gender neutral restroom is located in the main hall across from the office. Signage indicating that it is a gender neutral restroom is posted on the door of the restroom.

# Handwashing Expectations

Hand washing/sanitizing remains of the best preventative measures for reducing the spread of COVID 19. It is proven that the main way that COVID 19 is spread is through touching something with COVID 19 germs on it and then touching your nose, mouth or eyes. Handwashing/sanitizing needs to be integral part of the school day.

- When individuals enter the building he/she will use hand sanitizer to clean their hands (positioned at the entrance). Whenever individuals leave the building they will use the hands free sanitizer that is positioned at the exit door. In addition, students will use hand sanitizer when entering and leaving the classroom. Students will wash their hands thoroughly during scheduled restroom breaks. Good handwashing practices will be reinforced by classroom teachers, regularly.
- During the virtual Open House proper hand washing techniques will be shared with all stakeholders. Proper handwashing techniques will be reviewed with all students during the first day of class with their teacher. Proper handwashing posters will be displayed throughout the building for students to review. Custodial staff will adhere to the established schedule regarding sanitizing restrooms and refilling supplies.



# Drinking Water

Currently, all drinking fountains and community ice makers are not to be used by students and staff. To ensure students stay hydrated throughout the school day, water bottles from home will be allowed in the classroom. Water bottle filling stations have been installed at the school to allow for students to fill their water bottles in a safer manner.

It is recommended that students utilize a water bottle with a capacity of at least 24oz.

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# Social Distancing

# Classroom Expectations

To help keep students socially distant within the classroom learning environment, all students in 2nd - 5th grade will use desks. Pre-Kindergarten, Kindergarten, and 1st grade students will utilize tables commensurate with their height and size as their classroom has more square footage allowing for tables to be utilized.

Every attempt will be made to ensure that desks are placed at a minimum 3 feet apart from one another.

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# Hallway Expectations

To eliminate students crossing one another, we will have One-Way floor markings which will allow everyone to travel safely throughout the building. The signs will be placed a minimum of 3 feet apart, if possible, to ensure CDC guidelines are followed.

Minimal traffic during the school day will occur since students are eating in the classrooms and all special area classes, except PE, will take place in the classroom. Hallways will be reserved for scheduled times of restroom, recess and PE.

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# Bus Expectations

- (verbiage from board docs) Teach students new bus routines regarding social distancing and bus expectations
- Post reminders of social distancing and respiratory etiquette on buses
- Transportation will implement developed bus routes based on social distancing guidelines and fall programming
- Transportation will monitor and re-evaluate bus routes and procedures once implemented and adjust as necessary
- Transportation will clean and disinfect between each route and additionally as needed
- Transportation will review cleaning process of all buses and adjust as necessary
- Assign bus seating for all students and monitor student seating daily ☐
- Transportation will monitor PPE on all bus routes and notify appropriate staff when supplies are needed

# Masks

Per CDC recommendations, ALL STUDENTS AND STAFF ARE REQUIRED TO WEAR FACE MASKS and practice social distancing of at least 3 ft. when possible.

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# Staff Social Distancing

During Specials for students, staff members will still practice social distancing. Since Art, Music, and Library will take place in the classrooms, teachers will need to find a place where they can plan and stay socially distanced. A couple of options are the library, cafeteria or staff lounge. More than one teacher can be in these areas as long as they wear masks and sit six feet apart. The same options are available for teacher lunch times, when students will be eating in the classroom.

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# Social Emotional Well-being



# Social/Emotional Needs

- A Student Support Services survey will be sent to families at the beginning of the year to assess the needs of our Jury families. Another survey will be emailed during the transition to in-person learning.
- Jury School counselors will provide grade level counseling lessons in the classrooms focused on: resilience, developing a positive self-concept, and endurance.( universal lessons)
- Teachers will submit student referrals via the teacher referral form regarding student needs in the areas of attendance and social / emotional support. Referrals will be received and processed by the social emotional team. ( Home School Communicator, Social Worker, and Counselor)
- The Social Emotional Team will review the multi-tiered systems approach (Tiers 1, 2, & 3) to implement interventions based on each students' needs.
- Teachers are encouraged to CARE Team students who are not responsive to academic or behavior interventions.

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# Student & Family Resources

You may find an extensive list of resources at the following link:

## [Coronavirus \(COVID-19\) / Resources](#)

- A monthly newsletter, “Counselors’ Corner”, will be sent to families with community resources and updates.



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# Special Area Classes

# Special Area Instruction

Having students experience the full experience of in-person instruction includes the attendance in special area (PE, Music, Art, and Library) /elective classes. The amount of students attending these classes can create a mixture of students which can risk exposure if procedures are not in place to limit exposure.

- Special area teachers (P.E., Music, Art, and Librarian) will follow the master schedule and conduct their classes in the students' homeroom.
- Upon entering the classroom, the specialist teacher will use hand sanitizer ( positioned at the door of the classroom)
- While in the classrooms, the specialist teachers will require students to remain at their assigned seat (socially distanced) as they engage in their lessons. Materials will not be shared, students will utilize the materials that they have within their learning bins/ desks.
- When weather permits, the P.E. teacher will escort the P.E. class to the field area (adjacent to the school playground).Students and the P.E. instructor will follow the directional signage for moving throughout the building and exit to the field via door #5.
- When students are not able to have P.E. outside, the P.E. teacher will lead students in socially distanced activities in the Gym.
- After each cohort class, the specialist teachers will use hand sanitizer (positioned at the door of each classroom) as he/she exits the classroom.

# Library Use

The library is a shared space with materials and supplies often needed by students for their education. It is also a community space which will allow for more exposure and high touch areas.

- The Librarian will provide technology lessons for students including (web-design, coding, etc.) and support teachers and students with technology needs.
- Teachers will be able to check-out books for teacher use, not students. Electronic spreadsheet will be created.
- Books will be quarantined for 72 hours between check-out.

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# Extended and Accelerated Learning Framework

# Extended & Accelerated Learning Framework

- We will be offering extended learning opportunities to students this year, including..
  - After school tutoring
  - Clubs that include an academic focus (Math, ELA, Science, or Social Studies)
  - Homework Hotline

Volunteers will be needed.

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# Daily Staff Expectations

COMPLETE THE DAILY HEALTH SCREEN BEFORE ENTERING THE BUILDING.

BE ON TIME:

We are all responsible for the safety and well being of our students, and when we are late, it adds extra stress/weight to the other members of our team.

DRESS PROFESSIONALLY::

Our students deserve our best everyday, and professional dress is expected. Examples include a dress, skirt, or pants (khakis or dress slacks) and a collared shirt. Ties are welcomed, but not required. Jeans may only be worn on Fridays, or spirit/themed days, which will be communicated throughout the year.

LEAD WITH LOVE::

Treat your students with love and respect. Kindness goes a long way toward building strong relationships. Be mindful of your voice and tone when speaking to students.



# Teaching Expectations

1. BE ENERGETIC AND ENTHUSIASTIC ABOUT WHAT YOU ARE TEACHING.

Your energy can and will have an impact on your student engagement.

2. BE PREPARED AND KNOW YOUR CONTENT..

Preparation and first hand knowledge of what you are teaching can lessen your stress and produce better results for your students. Spend time familiarizing yourself with the content so that you can effectively teach your students.

3. NEVER PUT A STUDENT OUT OF YOUR CLASSROOM. It is our responsibility to provide educational access for our students. If there is a concern, please address it with the student, respectfully, and give them an opportunity to correct the behavior (1st warning), and review your classroom as often as it takes. If the behavior persists (2nd warning), make contact with the parents to discuss the concern. If more assistance is needed, please reach out to Mr. Murdock or Ms. Beck for assistance.

# Teaching Expectations

4. MAINTAIN CONSISTENT COMMUNICATION WITH YOUR FAMILIES. Please maintain consistent communication with your families each month. You must have two forms of communication with families documented in SIS each month..

Communication can include the following..

- Grade level newsletter (sent electronically)
- Phone call
- Email

5. UPDATE SIS WEEKLY: Each teacher should be updating their electronic gradebook with the following...

- 1 ELA grade per week
- 1 MATH grade per week
- 1 SCIENCE or 1 SOCIAL STUDIES grade per week

6. SUPERVISE YOUR STUDENTS AND MANAGE YOUR CLASSROOM AT ALL TIMES.

7. MODEL WHAT YOU EXPECT!

- Respect, kindness, integrity, and hardwork

8. TAKE ATTENDANCE DAILY BY 9:15AM

# Questions & Answers

A Cooperative Collaboration submitted by  
Principal Darion Murdock and  
Assistant Principal Kimberly Beck

Thank you Dr. Lisa Strauther for the layout of this presentation