



# Implementation & Operational Reopening Plan

*GALACTIC CENTER*

*2021 - 2022*

# Introduction

This document was created in alignment with the Hazelwood School District Pandemic School Reopening Plan. Each section will outline practices and procedures that will be in place that speak to the section topic/tab.

If you have any questions, please feel free to contact the GALACTIC program at 314-953-4954

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# 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 the return of students to school for the 2021-2022 school year.

GALACTIC is committed to employing procedures in alignment with district and local health department guidelines to provide an environment that is as safe as possible. This implementation & operational plan is to ensure that GALACTIC 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 plan 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

- **GALACTIC Hours**
  - 1st-5th grade 8:50am - 3:20pm
- **Principal 314-953-4954**
  - Ms. Melanie Bloom
- **Main Office 314-953-4954**
- Mrs. Deborah Wright, Secretary
- Mrs. Mary Godfrey, Attendance Clerk
- **Nurse 314-953-4960**
  - Ms. Chris Carlson, BSN, RN
- **Counselor 314-917-2220**
  - Ms. Cymonda Larry

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# Arrival & Dismissal Procedures

# Arrival

Students will enter the school using GALACTIC playground entrance doors. Students will enter the building at 8:50 AM and be directed to their homeroom class. Student supervision will not be available until 8:50 AM. We will use the door near the buzzer for entrance and other door for exit. Students in grades K-5 will go straight to class. Breakfast is not provided at GALACTIC, but if a student arrives without having eaten, a dry breakfast will be provided in the classroom. All classroom teachers will meet students at classroom doors at 8:50 a.m.

All adults and students must wear a mask before entering the building. Parents will be instructed to wait in their cars in the pick-up lane to drop off and pick up students. Bus riders will have to wear a mask before entering the bus and keep it on the entire bus. Masks will be provided to students by the bus driver who arrive without their masks.

Parents will NOT be entering the building. The nurse will be available for medicine drop off in the main office. Please contact Nurse Carlson for assistance at 314-953-4960.

# Late Arrivals

Students arriving late by car will report to the Main Entrance. The following steps will be followed:

- Students will push the button and show their face on the camera.
- Office staff will buzz students inside the building; parents will not need to enter the building.
- Office staff member will document date/time of student arriving and inform teacher that student is on the way to class.
- To help lessen visitors, parents will not be required to sign students into the office for late arrivals.
  - Parents can drop off needed items in the crate located by the buzzer. A staff member will retrieve the item once the visitor has left the sidewalk.

# Dismissal

**Daycare Vans:** 3:10 p.m. Students will be dismissed after walkers to the cafeteria. Students will sit by van on designated areas with the Teacher on duty and be placed in positions that are 6 feet apart. Students will be dismissed from the outside door. Daycare vans will use the bus driveway to pick up students.

**Car riders:** 3:15 p.m. Car riders will be walked to the main exit door and placed in positions that are six feet apart. As the parent/guardian/family member arrives to pick them up, the adults will be asked to remain in the cars. The name of the child will be called and they will be escorted to the cars..

**Bus riders:** Bus riders will be called from classrooms and will be lined up and then escorted out to the busses, with social distancing employed. Dots will be placed on the floor for the line to exit as a visual for social distancing.. One bus will be called and lined up at a time.

**Early Dismissal:** Parents will come to the main door and use the speaker to indicate which child they are picking up. The staff member will walk the child out and check the parent's ID. A clipboard with the sign out sheet will be brought out with the staff member to be signed. Pens will be disinfected.



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# Cafeteria & Recess Procedures

# Breakfast

The GALACTIC Center does not serve breakfast. Students are to pick up breakfast at their home schools. To help ensure effective social distancing guidelines, the cafeteria will not be used for students to eat meals. If they need to eat when they arrive, they eat at their desks.

Students who arrive without having eaten breakfast will be provided with a dry breakfast. They will eat breakfast in their classrooms at their desks. The breakfast items will be delivered to each classroom when the teacher makes the request to Nurse Carlson.

Breakfast will start at 8:50 a.m.

After students eat breakfast in the classroom, the following measures will 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

Lunch will be served in the cafeteria. Students are grouped in 2-3 groups per day to ensure proper social distancing is maintained. Tables will seat up to 3 students, spaced apart according to a seating chart. Students will wash hands prior to eating lunch.

- Students will be called by table groups to line up to go through the cafeteria line and will wait on dots spaced 3 feet apart and go through the line. They will hold up their id and it will be scanned to provide a touchless check out.
- Some office staff members and a rotating list of teachers will serve as lunch supervisors. Teachers are released to have a 30 minute duty-free lunch through staggered schedules.
- Cafeteria supervisors will provide individually packaged condiments, when possible.
- Students will eat at cafeteria tables with 3 students per table. Social distancing will be maintained.
- Students will dispose of trash and clean desk at the end of the 20 minute lunch period.
- Following lunch, students will sanitize and move to recess..
- They will use hand sanitizer when they return in the building. Bathroom breaks will be scheduled.

# Recess

Students will have recess each day. Students will be expected to practice mask wearing and social distancing during the recess periods. Each classroom will have a designated area to play. Homeroom groups will have recess together to decrease potential cross-contamination. At this time, the playground fixed equipment can be used for recess on a rotating student group basis. It must be sanitized before another group can use it.

Individual balls, jump ropes, and chalk may be used with proper sanitization procedures. Those items will be used by individual students per recess period and they will be sprayed and will sit in the sanitizer for at least 10 minutes before they may be used by the next group for recess. We have two sets of equipment that will be rotated so one can be sanitized.

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# Instruction

# Schedule

The GALACTIC Center receives students from 20 elementary schools in a grade-level per day configuration. Homeroom lists were designed to keep school cohorts together, when possible. Courses may involve students from multiple schools. Passing times in the hallway will be staggered.

5th graders - Monday

4th graders - Tuesday

3rd graders - Wednesday

2nd graders - Thursday

1st graders - Thursday - morning only Return to home school at 12:00 p.m.

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# Face-to-Face Instruction

Students will work on gifted curriculum on face-to-face attendance days. These days will be run like a typical day in the traditional school environment with students practicing social distancing guidelines. This may be done in whole group direct instruction or small group instruction that is differentiated based on students' strengths and/or weaknesses.

Students complete 4 classes during the course of the school day and attend homeroom before and after those classes. Seats will be assigned.



# Courses

**5th grade:** Codebreakers, Law and Government, Cartooning, Nutrition and Fitness (Nu Fit), Show Me the Money Business, Cooking, Yearbook, Decades, Coding, the Natrix, Fashion Design

**4th grade:** Speak Up and Speak Out, Nu Fit, Go Places, Raiders of the Lost Arts, Robotics, Engineering, Cooking, Romeo and Juliet, Survival and Extinction - Sharks, Digital Photography, Roller Coasters, Mythology, Linguishtiks

**3rd grade:** Flight, Economics, Drawing, Info Tech, Math Mania, Grossology, Art, Robotics, Botany, Biome-Beachings, Geography Detectives, Cryptozoology, Meteorology

**2nd grade:** Sculpture, Insects, Engineers in Training, Magnets, Fantastic Beasts

**1st grade:** Kitchen Math and Science, Math Thinking Skills

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# Classroom Supplies

Students will utilize their own set of personal supplies provided at GALACTIC to help support their educational activities. Supplies purchased by families remain at the home schools.

Individual sets of classroom supplies are provided so that students are not using class sets of materials when completing classwork. The introduction of classroom kits and materials will be according to the St. Louis County Public Health Department guidelines and district procedures for sanitization. Efforts will be made to provide individual sets when it is possible.

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

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# Health & Safety

# Daily Cleaning

Our custodial team will clean and sanitize bathrooms at scheduled times during the school day. The team will monitor commonly used areas and clean and disinfect areas as needed. The evening custodial team will deep clean the school area every evening.

Students will clean up their trash at the tables and tables will be sanitized between lunch shifts.

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# Ill Students

## Isolation Room

If a student exhibits symptoms related to COVID-19 while at school, the school nurse is notified and makes the determination if the isolation room is required.

The nurse will contact the parent/guardian to immediately pick up the student. The Isolation Room will be the Isolation Room in the school clinic. The overflow Isolation Room will be the Early Childhood Center former speech classroom in the front hallway.

Ill students waiting to be picked up will wait for their parent in this room. A staff member will supervise the students in the Isolation Room. The process for early dismissal will be followed.

All parents are expected to monitor their child's daily health including taking their temperature, prior to arriving at school. This tool will be sent out on BlackBoard for reference.

# Contact Tracing

Our site contact tracing team has been identified, trained and the process understood for the notification of cases and close contacts.

- ❖ The team is identified and on file with the Coordinator of Health Services
- ❖ The team has been trained and certifications are file with the Coordinator of Health Services
- ❖ The contact tracing team has access to the google file contacting step by step processes and forms
- ❖ All communications regarding COVID-19 are processed through the contact tracing team
- ❖ Classroom parents will be notified following district communication guidelines.

# Ill Staff

HSD expects all staff members to complete a daily COVID-19 questionnaire which includes taking a personal temperature. Responses for this questionnaire are forwarded to the building principal and school nurse.

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

- The teacher will notify their direct supervisor to receive class coverage.
- The teacher will self-isolate from the school site and contact the school nurse to contact trace.
- Classroom parents will be notified following district communication guidelines.

# Safety Procedures & Drills

Every safety measure and procedure will be in place to keep all students and staff safe.

All required emergency drills will take place during the school year.

Fire drills will take place by school groups to decrease the number of student moving to location. Students will exit the building and go to designated location maintaining social distancing.

Earthquake drills will take place in classrooms.

Tornado drills will take place by homeroom groups to decrease the number of students in the hallway at one time. Students will be spaced apart at least 3 feet.

Intruder and lockdown drills will take place for the entire building at one time. However, the Active Intruder Drill will take place following social distancing guidelines.

Bomb threat drills will take place for the entire building at one time.

During all drills, social distancing and mask wearing will be mandatory.

# Visitors

Only essential visitors will be permitted inside the school building to help minimize unnecessary interaction with students and/or staff members. A visitor must complete the Hazelwood School District COVID-19 Symptom Reporting Form prior to entry into the building and must wear a mask upon entry and during the time in the building..

Scheduled meetings can have the option to 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 use the facilities or wash their hands. GALACTIC has one set of boys/girls restrooms in the main hallway.

This schedule will be shared with the staff so all classes follow the schedule daily. When students need to use the restroom between breaks, social distancing will be employed.

Social distancing is expected. Masks may be removed to wash their faces, but then they must be put back on.

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# Handwashing Expectations

Students will wash their hands throughout the day.

The expectation will be for students to wash hands for 20 seconds.

We will practice an IN/OUT procedure. Students will use hand sanitizer when they enter and exit the rooms throughout the school day.

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# 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.

It is recommended that students utilize a water bottle. Disposable bottles are preferred and should be labeled with the student's name.

There is a water bottle filler that may be used to provide water for students. Child Nutrition Services will provide students and staff with disposable cups when arriving without a personal water bottle.

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# Social Distancing

# Classroom Expectations

To help keep students socially distant within the classroom learning environment, students in 1st - 5th grade will use desks when available.. If tables are being used in a classroom, we will ensure that students are at least 3 feet away from other students.

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# Hallway Travel and Expectations

Students will travel one direction down the hallway following the arrows and maintaining a 3 foot distance between their peers. Travel will be staggered so that classes are not moving along both sides of the hallway concurrently.

At GALACTIC, students will walk single file in the hallway. Students will wear masks while in the hallways. The signs will be placed 3 feet apart to ensure CDC guidelines are followed. Minimal traffic during the school day will occur since students are eating in the classrooms. Hallways will be reserved for scheduled times of restroom breaks and recess. When possible, the teachers will rotate rooms rather than moving the students from class to class. Students will follow social distancing guidelines.

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# Bus Expectations

Students will wear face masks as they wait for the bus and upon entering bus.

All students will have an assigned seat. The seating chart will be designed so students at the beginning of the route will get on and sit in assigned seats loading from the back of bus.

The assigned duty person will unload buses once they arrive at school. Students will exit the bus a maintaining social distance..

At dismissal, the assigned duty person will load students maintaining social distance guidelines.. During the bus ride home, students will wear face masks.



# Face Masks

All students will be required to wear face masks.

Additional face masks will be available if a student arrives without one. Parents will be contacted when students do not wear face masks to ensure that they know to send students wearing masks.

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# Social Emotional Well-being

# Social/Emotional Needs

## STUDENTS:

During Hazelwood Distance Learning, our counselor will be in contact with families and students that needed additional support using resources identified by the Hazelwood School District's Student Services Department. Our counselor will also be in contact with classroom teachers who will need additional support. Small groups and individual counseling will take place, as needed..

Classroom teachers will prepare social/emotional lessons through our ROAR program. These lessons are integrated into instruction through the year. PBIS lessons which cover mask wearing during the school day, social distancing in all areas of the building, and school rules and procedures will be incorporated into instructions.

Our ROAR team will develop a timeline for these lessons. They will be part of virtual and face-to-face instruction

We will coordinate student supports in partnership with the home school counselors and social workers.

# Social/Emotional Needs

## STAFF

Self-care practices and mindfulness are encouraged.

The counselor will serve as a resource for staff and help connect them to resources in the community and our district EAP program.

Social/Emotional needs of staff will be addressed through professional development, collaboration between teachers and administrators and peer supports.

The building administrator/ counselor will check in with staff on a regular basis to provide support.

Staff with excessive absences who exhibit signs of mental distress and anxiety will be given EAP information and the counselor (and school nurse, if applicable) will be available to consult with them and provide resources.

Resources provided from the district counseling program will be shared with all staff.

# Discipline

We will follow the district guidelines for discipline as outlined in the student handbook.

Lack of compliance in mask wearing will be handled through counseling and positive reinforcement rather than punitive measures.

We model our building behavior plan after PBIS. Expected behavior is to be modeled, taught and reinforced positively. Natural consequences are imposed. We collaborate with parents.

We use a problem-solving approach to address challenging behavior. We have a behavior team and hold Care Team meetings. All behavior is communication. We redirect when possible and teach socially acceptable replacement behaviors.

We use in-house staff to train all staff on dealing with challenging behavior. We are employing techniques from "Tough Kids toolbox."

We partner with home schools to provide successful experiences for students at GALACTIC.

# Communication

Internal:

Weekly staff newsletters go out on Monday

We have staff leaders on all committees

There is a Staff Resolution Committee that meets 1-2 times per month

We meet in PLCs both as grade levels and all staff.

External:

We send Blackboard messages, Newsletters and post to social media.

We partner with our Boosters to provide opportunities for two-way communication.

We have district representatives from our parents on several district committees.

Homeroom teachers communicate with parents several times per month.

We will continue to hold monthly Booster Meetings via Zoom.

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# PD and PLC

District and Building PD and all-staff PLC meetings will continue to be held via Zoom when possible. Social distancing is employed when meetings occur face to face.

Grade-level PLCs and building committees may choose to meet face-to-face when social distancing guidelines are followed. Staff is to continue to follow expectations for all-day wearing of masks.

Individually packaged snacks/catered meals may be provided for special occasions, but home-cooked options are discouraged.

Rather than having teachers share physical documents, online tools will be used for information gathering and note taking, when possible. The exception is student test files, since we still need to maintain physical files.

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