

Implementation & Operational Opening Framework



JUNIOR HAWKS

Brown Elementary School
~National School of Character
Melanie Davison, Principal
2021- 2022

Note from the Principal

Hello Wonderful Brown School families,

Brown Elementary's motto is "It's our **differences** that make us **unique** and **special**." This past school year was unique, but how we approached it was how we made it special. The following Implementation and Operational Framework is again an outline of our practices and procedures for you, in addition to HSD's Opening Pandemic Plan. To find out more information, please click the tabs on the side.

During these unprecedented times, we understand there will be challenges, however we hope this plan will help you understand our procedures and navigate through this school year.

Please, feel free to contact me if you have any questions, thoughts, or concerns.

Sincerely,
Mrs. Melanie Davison
Brown Elementary Principal
mdavison@hazelwoodschoools.org
314-953-4100



Arrival &
Dismissal

Cafe &
Process

Instruction

Health &
Safety

RR & Hand
Washing

Social
Distancing

Social
Emotional

Elementary Level Implementation/Operational Opening Framework Brown Elementary Melanie Davison, Principal August 2021

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 2020-2021 school year.

Since this pandemic has not ended, our schools need to be prepared to reduce the chance that anyone will acquire this infection during the school day and armed with protocols and procedures to respond to a case of infection. This implementational/operational plan is to ensure that schools have procedures and practices in place to mitigate the risk of exposure and infection and protocols to respond to a case of infection.

There are 7 sections in this guide. This document is to be used as a supplement to the District Pandemic School Reopening Plan, actualizing the practices and procedures outlined in the plan. Each section will outline practices and procedures that will be in place that speak to the section topic. The topics are as follows:

- Arrival
- Social distancing
- Masks
- Restroom use
- Recess
- Breakfast
- Lunch
- Emergency Drills
- Sick students/staff
- Use of Libraries
- Classroom Supplies
- Hand washing/sanitizing
- Social/emotional well being
- Special area subjects/Electives
- Dismissal

Each section will identify the items that schools must do and following each "must do" are the practices and procedures schools will have in place to ensure compliance with "must do".

Introduction

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 a strong full return of students to school for the 2021-2022 school year.

Since this virus has not ended, Brown Elementary is prepared to reduce the chance that anyone will acquire this infection during the school day. This implementational/operational plan is to ensure that Brown Elementary has procedures and practices in place to mitigate the risk of exposure and infection and protocols to respond to a case of infection.

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School Information

- **School Hours**

- Kdg - 5th grade 8:50am - 3:50pm

- **Principal**

- Mrs. Melanie Davison 314-953-4101

- **Assistant Principal**

- Mr. Steven Cook 314-953-4104

- **Area Coordinators**

- Ms. Ann Hawkey 314-989-8201
- Mrs. Emily Moxey, DHH 314-989-8274

- **Instructional Coordinator**

- Chris Spanberger - 314-953-4127

- **Main Office** 314-953-4100

- Mrs. Patty Treat, Principal's Secretary
- Mrs. Carolyn Daily, Attendance Clerk

- **Counselor**

- Ms. Tonya Jackson 314-953-4108

- **Social Worker**

- Zabrina Grisby 314-953-4107

- **School Nurse**

- Mrs. Ashleigh Tesha 314-953-4110

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Arrival & Dismissal Procedures

Arrival

To help lessen the opportunities for students to cross paths during arrival, ALL students will enter through their assigned door at main 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**

- Students will remain in their cars until **8:40 am**.
- Student will enter through the Car Rider door located at main entrance.
- Proceed along the assigned path to pick up breakfast or follow assigned path to class.

- **Walkers**

- Walkers will stay socially distant and remain with their family members (siblings) at their designated cone.
- Students will enter through the Walker door located at the main entrance.
- Proceed along the assigned path to pick up breakfast or follow assigned path to class.

- **Bus riders**

- Bus riders will exit bus in a single file line and walk socially distant & enter the building through Door #10.
- Proceed along the assigned path to pick up breakfast or follow assigned path to class.

- **Daycare riders**

- Daycare van riders will exit van single file and walk socially distant through the Daycare door located at the main entrance.
- Proceed along the assigned path to pick up breakfast or follow assigned path to class.

- **YCare**

- YCare begins at 6:30 am.
- YCare students will be dropped off at the latchkey Door #2 on the side of the building.
- Follow YMCA health/safety procedures and guidelines.

Late Arrivals

Main entrance will remain open until 9:00 am. After 9:00 am, students arriving late will be greeted at the door by attendance clerk. The attendance clerk will remain in foyer to ensure late arrivals are socially distant. The following steps will be followed:

- Parent & student must come to the door and will be greeted by attendance clerk, who will remain socially distant.
- Attendance clerk will record child's name and time. Parent must sign in student.
- Attendance clerk will give late pass to student to inform the teacher that student has been checked in through the office.
- Attendance clerk will document date/time of student arriving in SIS.
- To help mitigate transmission of germs; a late pass will be shown to teacher, then thrown away by student. This 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)**
 - Walkers step into hallway, and walk social distant to exit Door #10 to exit the building with a supervising staff member.
 - Supervisors will monitor the hallways to ensure students are maintaining social distance.
 - Once outside, supervisors will continue to ensure social distance and proceed directly home.
- **YCare: Cafeteria Door (3:40 pm)**
 - YCare Staff pick-up students from classrooms & follow One-Way floor markers to the cafeteria.
 - Parents pick students up from Latchkey Door on side of building and YCare procedures.
- **Car riders: Exit #1 (3:45 pm)**
 - Grade level supervisors pick up car riding students from classrooms & proceed to the Exit #1 while remaining social distant.
 - Students will stand 6 ft apart from one another and remain in their family group (siblings).
- **Bus riders: Exit #10 (3:50 pm)**
 - Bus supervisors will pick students up from their classroom depending on grade level and escort to bus.
- **Daycare riders: Exit #5 (4:00 pm)**
 - 3 supervisors pick up students from their classroom depending on grade level & proceed to the gym
 - Students will sit/stand on floor markers 6ft apart from one another

Early Dismissal

For students that need to leave our school building prior to the scheduled dismissal time, we will maintain social distancing guidelines and follow these procedures:

- Parent/guardian will call the office (953-4100) while remaining in their vehicle.
- Attendance clerk will check for clearance in SIS to make sure they are listed as an approved person.
- Attendance clerk will escort the student out of the building, while keeping a safe social distance.
- Attendance clerk will print SIS sheet and check parent/guardian's identification at the car. The SIS sheet will be kept for our records.

Cafeteria & Recess Procedures

Breakfast

To help ensure effective social distancing guidelines, the cafeteria will not be used for students to eat breakfast. Students will utilize a Grab-n-Go breakfast system that allows them to eat breakfast in their respective classrooms. Hand sanitizer will be given first and then students will take a breakfast to their classroom. A Grab-n-Go station will be located in:

- Cafeteria serving area.
- Students will stay in their assigned line, according to how they arrive to school.
- Social distancing guidelines will be followed.
- Breakfast items will be prepackaged and will include drinks.
- Food allergy awareness/protection will be enforced.

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 by custodian.
- Students will take restroom/hand washing breaks according to the master schedule or use hand sanitizer in the classroom until scheduled restroom break.

Lunch

To help ensure effective social distancing guidelines while eating in the cafeteria, students will remain at an assigned seat during the duration of lunch unless given permission to leave their seat..

Students **WILL** wash their hands before grabbing their lunches. A Grab-n-Go station will be located in the cafeteria serving area.

- Each classroom will be assigned certain tables and supervised by a staff member to allow teachers to have a 30 minute duty-free lunch.
- Lunch supervisors will walk students through the cafeteria serving area where students will be handed their pre-packaged lunch and then return to their assigned seat.
- Students are permitted to bring their lunch.
- With a break between each grade level's lunch, a custodian will sanitize tables, chairs and collect any trash remaining.
- Hand sanitizer/hand washing stations are available for student/staff use.

Recess

Classrooms will attend recess at their scheduled time. The classrooms will exit the school at their assigned exit door closest to their classroom.

To help mitigate the risks associated with mixing class groups, individual classes will be assigned a designated area during recess time.

Recess equipment (swings, monkey bars, slides, etc.) will be allowed to be used at this time. This decision will be dependent on the CDC guidelines. Proper sanitation will be done after each use.

A list of administrative approved activities will be given to teachers or staff that adhere to CDC guidelines.

Students and staff will be required to wear their masks.

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Staff/Teacher Accountability

Administrative staff

- Principal
- Asst. Principal
- Instructional Coach
- Counselor

Teacher Staff

- Classroom
 - Grading
 - Assessments
 - Lessons
- Special Areas

Support Staff

- Secretary
- Attendance Clerk
- Custodians
- Kitchen staff

Student Accountability

To help ensure effective social distancing guidelines, instruction includes small group, whole-group, and independent activities.

All students will :

- return all classwork and actively participate in in-person instruction.
-

In- Person Learning Instruction

Students will work on identified priority or focus standards each day. Students will receive instruction on the focus standards directly from their classroom teacher and be assigned activities and/or assessments to support the standards. This may be done in whole group direct instruction or small group instruction that is differentiated based on students' strengths and/or weaknesses while implementing social distancing guidelines.

Students will also receive special area instruction once a day for 55 minutes in either:

- Art
- Library
- Music
- Physical Education

Alternative Methods for Instruction

Alternate Methods for Instruction (AMI) Plan -

Whenever school is closed for emergencies (i.e. inclement weather, power outages, water main break), we may use an AMI days.

This year, if we have an AMI day, teachers will provide online learning activities for students on that day and be available at designated times throughout the day to offer 2-way support through Google Meet. In addition, teachers will be accessible all day via email. Students will receive attendance credit when they submit the work (which should be less than 5 days from the AMI day).

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Alternative Methods for Instruction

Instructional Expectations/Monitoring

If a class or student becomes required to learn virtually from the district, teacher will provide learning activities for students on that day and be available at designated times throughout the day to offer 2-way support through Google Meet. In addition, teachers will be accessible all day via email

Students may also receive pre-recorded lessons uploaded to Google Classroom.

Brown Elementary School teachers will continue to teach the identified Priority Standards.

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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 by sharing supplies.

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

You may find the grade level supply list on Brown Elementary School's website, Facebook page, or listed here:

https://www.hazelwoodschoools.org/site/handlers/filedownload.ashx?moduleinstanceid=4387&dataid=18914&FileName=Elementary_Supply_List_3.6.20_Publish.pdf

Chromebook Sanitization

Students will ONLY be using their own individual Chromebooks.

Students cannot share Chromebooks.

Students will wipe down their own Chromebooks daily with district approved wipes.

Library Use

To help keep students socially distant, the library media center will have large clear protective barriers used for daily classroom lessons. Only 2 students to a table and every student will have an assigned seat.

Librarian:

- will conduct individual activities, such as the Dewey Decimal system, read alouds, research projects, etc.
- collaborate with classroom teachers to support Priority Standards.

Mr. Ryno will have books for every grade level separated out, so only their classroom of students will have access to those specific books. Students will not be allowed to walk around the library and touch all the books.

When books are checked out by students, the books will need to be quarantined for 72 hours when they are returned.

Health & Safety

Daily Cleaning

- Custodial Services:
 - have increased daily cleaning procedures during this viral season with additional cleaning efforts in high-student and high-staff contact areas such as doorknobs, desks, faucets, handrails, and drinking fountains..
 - have created additional daily cleaning procedures for manipulatives, common shared areas and high frequency locations.
 - will continue to provide additional supplies and training of proper virus disinfectant.
- Staff and students:
 - will sanitize personal belongings, any item that travels from home to school and school to home must be maintained.
 - follow expectations and respect high frequency locations throughout Brown Elementary.
- All schools and departments have hand sanitizer stations conveniently located in each building.

Ill Students

If a student exhibits symptoms or reports to a staff member that they are feeling ill, the nurse will be notified to pick up the child or meet the child at the nurse's office. The teacher of the ill student will notify the nurse that a student is on the way to the nurse's office. The school nurse will conduct a thorough examination and assess the student. The nurse will then follow protocol according to her assessment.

Isolation Room

If a student exhibits symptoms related to COVID-19 while at school, a parent/guardian will be contacted to pick up the student immediately. The office space next to 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. When the parent/guardian arrives, they will call the main office and remain in their car. Student will be escorted to their parent/guardian's car by a supervisor. An early dismissal pass will be sent to the attendance clerk in the office. The parent will be instructed to seek medical assistance from the students' doctor.

Ill Staff

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

If a staff member falls ill with COVID-19 symptoms during the school day, the following measures will be taken:

- Staff member will alert principal
- Coverage for classroom will be made
- District supervisor and health officials will be contacted
- Parents of classroom informed per district communications guidelines
- District protocols will be followed to allow for proper sanitation of classroom and removal of students if needed.

Safety Procedures & Drills

First - Classroom teachers conduct all safety drills individually with their own classroom and document them.

Then - Administrative team will conduct Tornado and Earthquake safety drills with each grade level. Socially distanced areas will be assigned to each classroom and grade level. Feedback will be given if needed to ensure proper safety and socially distanced protocols are in place.

Finally - Administrative team will conduct all drills school-wide (per grade level) following CDC social distance guidelines. This will ensure ALL safety procedures & drills are in place in case an emergency were to occur.

Please find all Safety Procedures & Drills @ Brown Elementary Emergency Operations Manual

<https://docs.google.com/document/d/19CO8Dx9wyoG10mTq49rgW8VSZeSR9qvL5UGOdsmOp0w/edit?ts=5f19aa25>

Visitors

Only essential visitors are permitted inside the school building to help minimize unnecessary interaction with students and/or staff members. Scheduled meetings will occur virtually.

Customer service and compassion will be essential when interacting with our community members. It is necessary for staff to communicate with community members in a timely and kind manner.

Thank you for understanding these guidelines. We together are what makes Brown Elementary School such a wonderful place to learn and grow.

Restroom & Handwashing Procedures

Restroom Expectations

Classroom teachers will sign up for regularly scheduled restroom breaks throughout the school day. Restroom breaks will be social distanced by using every other bathroom stall and/or urinal. Some bathroom stalls and/or urinals will be closed off and locked to promote social distancing.

All students will be required to wash hands at this time.

Brown Elementary has (3) three boys restrooms and (3) three girls restrooms, allowing each classroom to have a specified time for restroom breaks one at a time.

Classes will be assigned one of three 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 will follow the schedule daily.

Handwashing Expectations

All staff and students will be required to wash hands frequently throughout the day.

Extra hand washing stations are positioned throughout the school to permit staff and students to wash hands frequently throughout the school day.

All staff and students will be expected to sanitize in and out of every room in the school.

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, clear water bottles from home will be allowed in the classroom.

Refills will be given at our touchless water fountains. It is recommended that students utilize a water bottle with at least 24 oz of water.

Child Nutrition Services will have cups for those students without water bottles.

Social Distancing

Classroom Expectations

To help keep students socially distant within the classroom learning environment, all students in Kindergarten - 5th grade will use desks.

Each classroom will have a seating chart arrangement, in which students will use the same seat each day.

Our desks will be placed at a minimum 3 feet apart from one another. We will make every attempt to social distance at a minimum of 3 feet apart. All student desks are 6ft apart at this current time.

Each classroom will have a designated walking directional path to eliminate crossing paths.

Hallway Expectations

At Brown Elementary, most hallways connect as a large square, the upstairs only has one hallway. To eliminate students crossing one another, we will have One-Way floor markings which will allow everyone to travel in one direction throughout the building.

Directional signs will be placed 6 feet apart to ensure CDC guidelines are followed. We will make every attempt to social distance a minimum of 3 feet apart. Minimal traffic during the school day will occur since students are eating in the classrooms and all special area classes, with possible exception of PE, will take place in the classroom. Hallways will be reserved for scheduled times of restroom, recess and PE.

Bus Expectations

From a safety perspective, there are hand sanitizer dispensers on each bus, Virex disinfectant will be used between routes, and the district has purchased six (6) electrostatic disinfectant sprayers which utilize a base system with a 30-foot hose for ease of use and quick disinfecting of the fleet after morning and afternoon routes.

Seats will be marked that are not to be used during bus routes.

All students will be expected to wear a mask on the bus. While students are expected to provide their own masks, disposable masks will be provided to all buses in the event students come to the bus without a mask.

Students will enter and exit the bus in single file to adhere to social distancing guidelines.

The department is developing additional rules/etiquette specific to social distancing and other needs on the bus due to COVID-19.

Face Masks

Per CDC recommendations, all students are **required** to wear face masks while attending school. The Hazelwood School District has stated that all students will wear face masks while on the bus, in school, or on school property.

To support language with students with communication needs, clear masks will be utilized.

It is the expectation to have all staff and required students to wear masks at least 90% of the day.

Examples of not wearing a mask would be:

- Eating lunch
- Bathroom alone
- Socially distant instruction when facial cues are vital to the learning
- During P.E., with social distancing (outside)

Social Emotional Well-being

Social/Emotional Needs

Meeting student's social/emotional needs are of utmost important during a pandemic. Children may feel worried, scared and isolated, which may lead to depression, high anxiety and suicidal ideations. Meeting social/emotional needs is just as important as meeting the academic need of a student. Our team of experts are here to meet the necessary social/emotional needs of every student by:

- Listening attentively and interacting with purpose.
- Fostering supportive relationships between school and home.
- Providing activities and experiences that give students opportunities to learn coping skills.
- Communicate with the school counselor or social worker if more extensive observation is needed.
- Teachers will conduct daily class meetings to discuss concerns with students and give them a voice in sharing their feelings.
- The counselor and/or social worker will meet with grade levels and conduct lessons around social-emotional needs.

Student & Family Resources

Brown Elementary School's first and foremost concern is the safety and well-being of all our students and families.

Please find available Covid-19 student and family resources here:

<https://www.hazelwoodschoools.org/Page/7457>

<https://mopta.org/resources-for-families-during-school-closures/>



BROWN ELEMENTARY SCHOOL STAFF 2019-2020

More information can be accessed at the following:

<https://docs.google.com/presentation/d/170jRizyTs23RqZe7FPSLAlyfS6DGo8qMGq3iRoiMqjc/edit#slide=id.p> English

https://docs.google.com/presentation/d/1Se6o3tn4Oqt9w_31-DLVY57PTxdBQJfEP8pEWaPMgGg/edit?usp=sharing
Spanish

<https://www.hazelwoodschoools.org/Page/15>

<https://www.facebook.com/424926810913330/>

*Created by: Mrs. Melanie Davison,
Principal*