Russell Elementary School

Hybrid Instructional Plan 2020-2021
Greetings! 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/tab.

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, Russell Elementary needs to be prepared to reduce the chance that anyone will acquire this infection during the school day. This transition to hybrid instructional plan is to ensure that Russell 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 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

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

- **Principal**
  - Dr. Lisa N. Strauther 314-953-4751

- **Assistant Principal**
  - Mr. Steven Baker: 314-953-4766

- **Main Office:** 314-953-4750
  - Mrs. Colton, Principal’s Secretary
  - Mrs. Taylor, Attendance Clerk

- **Instructional Coach**
  - Dr. Channie Cotton: 314-953-4777

- **Counselor**
  - Mrs. Szarek: 314-953-4758

- **Social Worker**
  - Mrs. Sheppard: 314-953-4775

- **School Nurse**
  - Christine Chapman 314-953-4760
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 8:30 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 #4) Staff members will supervise.
  - Students arriving between 8:30-8:40 am will enter & report to the gym & sit/stand on the markings 6 ft apart.

- **Walkers**
  - Walkers will enter at Exit #10. Supervisor will support social distancing at exit.

- **Bus riders**
  - Bus riders will remain on the bus until 8:40 am & will be dismissed one bus at a time and enter at Exit #1.

- **Pre-Kindergarten**
  - Students will enter building at Exit #10 at 8:50 am
  - 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**
  - YCare students enter Exit #3 & report to the cafeteria; YCare begins at 7:00 am.
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.
- Office staff member will document date/time of student arriving in SIS and inform teacher that student is on the way to class. This exchange of information will occur in the main hallway outside of the main office.
- 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. Notification to teacher will suffice as documentation of student’s late arrival to class.
Dis dismissal

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

- **Walkers: Exit #10 (3:40 pm)**
  - 3 supervisors pick up students from their classroom depending on grade level & proceed to exit
  - Once outside, supervisors escort students to one of the following locations:
    - Church parking lot
    - Gerard Park crosswalk
    - Howdershell crosswalk

- **YCare: Exit #3 (3:40 pm)**
  - YCare Staff pick-up students from classrooms & follow One-Way floor markers to the cafeteria.
  - Parents pick students up from Exit #3 per YCare guidelines.

- **Car riders/daycare: Exit #5/Gym (3:45 pm)**
  - 3 supervisors pick up students from their classroom depending on grade level & proceed to the gym
    - Students will sit/stand on floor markers 6 ft apart from one another
  - 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 pick students up from their classroom depending on grade level and escort to bus

- **Pre-Kindergarten: Exit #10 (4:00 pm)**
  - Parents remain in car & students are walked to the car.
Early Dismissal

Please note that due to logistical concerns that occur during preparation for regular dismissal, students cannot be dismissed early after 3:20. For students that need to leave our school building prior to the scheduled dismissal time, the following procedures will be followed.

- Parent/Guardian will ring doorbell and show ID on camera. Adult must be on parent’s approved list for pick-up. Parents will not enter the school building to pick up their child.
- Student will be called to the office for early dismissal.
- Staff member will walk student to the door and parent/guardian will take student.
- Staff member will document on form:
  - Name of adult picking student up
  - Date of pick up
  - Time of pick up
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. Teachers will document students eating breakfast. Grab-n-Go stations will be placed at the following locations in the building:

- Across from water fountain near staff lounge
  - YCare, bus riders, & walkers utilize this station
- In front of Exit #6
  - Car riders & daycare riders utilize this station
- Pre-Kindergarten
  - Breakfast items are delivered to the classroom after arrival

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

To help mitigate the risks associated with mixing class groups, lunch will be eaten in the classrooms. Students will wash hands prior to eating lunch.

- With daily attendance, teachers submit list of students eating a school lunch
- Each classroom will be supervised by a lunch supervisor to allow teachers to have a 30 minute duty-free lunch
- Lunch supervisors will pick up food from cafeteria, place on a cart, & proceed to classroom. Students with specific food allergies will have their lunch labeled with their name to ensure their safety at all times.
- With students socially distant in the classroom, students with allergies will not be near food items that may cause an allergic reaction; lunch supervisor will be made aware of students with food restrictions in case additional accommodations are needed.
- With a 20 minute difference between each grade level eating, custodian will collect trash and desks will be sanitized.
**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:

- No playground equipment will be used. Each classroom will have a variety of outside games/toys.
- Classes will be assigned to either the blacktop, left side of the field, or right side of the field with no mixing of groups.
- Students will be assigned to a specific type of outside game/toy for the day and will keep that same toy for the duration of the day. Teachers will rotate through the week to allow students to play with other toys.
- All toys will be sanitized each evening.
- Students will clean their hands upon entering the building.
Instruction
Hybrid Schedule

To help support students & staff being socially distant to meet CDC guidelines, students will be placed in one of two zones. Students in Zone A will attend school face to face on Monday & Wednesday, while students in Zone B will attend school face to face on Tuesday & Thursday. All students will be virtual on Friday, along with the 2 days not present according to their zone.

The schedule will be adjusted on certain weeks with holidays or professional development days to allow each group to attend face to face for two days.

The hybrid schedule will include face-to-face instruction as well as virtual learning.
Students will work on identified priority or focus standards each day of face-to-face instruction. On in-person school days, students will receive instruction on the focus standards directly from their classroom teacher. 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 will also receive special area instruction once a day for 55 minutes in either:

- Art
- Library
- Music
- Physical Education
Virtual Learning Day

On the two days where students are not present, but the classroom teacher is providing face to face instruction to the other group of students, students learning virtually will engage in online activities through Google Classroom and other suggested District-approved applications to support virtual learning, such as Redbird Mathematics. Teachers may also stream classroom instruction live or record lessons to be shared with students through Google Classroom.

Students may also receive pre-recorded lessons uploaded to Google Classroom or the teacher may opt to live stream lessons being taught to the other group of students for extended learning opportunities.

On the all virtual days, teachers will conduct instruction virtually with students from both zones and students will complete online activities. Hazelwood teachers will be instructing our students using Hazelwood’s own curriculum during both virtual and in-person days. A variety of instructional strategies may be used in conjunction with Google Meets:

- Whole group instruction
- Small group instruction
- One on one conferencing
- Independent work
- Special area instruction
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 have 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 here:

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.
100% Virtual Instruction

Daily Instructional Plan

In the event that schools are closed and all students are learning virtually, the daily instructional schedule will remain similar to the instructional plan when students are present at school. With each student having a chromebook, students will engage with their teacher during school hours, 8:50-3:50 pm and be taught English Language Arts, math, science and social studies. Students will break for lunch as well as take natural brain breaks while receiving direct instruction. Special area classes will also take place daily virtually.

All students are utilizing Google Classroom and teachers will give students a Google Meets link for each subject which will allow students to join the teacher virtually. Each teacher will receive a Web Camera. With the camera a teacher can do things such as demonstrate a science experiment for students, make a video for students, present to students with a side by side view of the screen and the teacher, record and edit lessons for students, and much more to engage students while they are learning at home.
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.

https://www.hazelwoodschoools.org/Page/7870
Ill Students

Students not feeling well, will report to the nurse as before. The nurse will assess students and contact parents to share assessment and discuss pick-up procedures if needed. To help minimize frequent visits or a large number of students in the clinic, classroom teachers will be provided with a small bag of incidental medical supplies, such as antiseptic wipes and band-aids, for very minor medical needs.

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 first office space near the main entrance 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. Parents will sign the student out at the main entrance doors and be instructed to seek medical assistance from the student’s doctor.
**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 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
The Director of Safety and Security has informed us that safety procedures and accompanying safety drills will be modified allowing social distancing to occur while practicing techniques to keep students and staff safe. More information will be forthcoming.
Visitors

Only essential visitors are permitted inside the school building to help minimize interaction with students and/or staff members. An essential visitor is defined as an individual that, if not allowed inside Russell Elementary, the function and operation of the school day would be affected without their presence. Scheduled meetings with parents and/or non-essential visitors can have the option for the meeting to occur virtually.

As it is customary, or in some cases, tradition for parents to want to walk students to class the first day of school, our students will wave goodbye to parents/guardians at the entrance and be carefully supervised while in our hallways as they walk to class. It is important to remember that our top priority is keeping all students and staff safe and minimizing our guests in our school will help do this.
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. Russell Elementary has (3) three boys restrooms and (3) three girls restrooms, allowing each classroom to have a specified times 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 follow the schedule daily. If a student needs to utilize the restroom facilities for an emergency, the teacher will look out the classroom door towards the nearest restroom in the hallway and if no other students are present, a buddy will be sent with the student to ensure social distancing occurs in the restroom as the buddy will remain outside of the restroom to prevent others from entering.
Handwashing Expectations

Throughout the day, students will have ample opportunity to wash their hands and/or use hand sanitizer to help prevent the spread of germs. Students will be taught how to properly wash their hands with soap for a minimum of 20 seconds. Our school nurse will help lead the demonstrations and training of this important safety precaution.
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. Hazelwood School District is adding water bottle filling stations in each building to allow students & staff to refill 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. Pre-Kindergarten students will utilize tables commensurate with their height and size as their classroom has more square footage allowing for tables to be utilized.

Our desks will be organized and arranged as best as possible to meet the CDC recommendations and guidelines for social distancing.
Hallway Expectations

At Russell Elementary, our hallways all connect as a large square. To eliminate students crossing one another, we will have One-Way floor markings which will allow everyone to travel clockwise throughout the building. The signs will be placed 6 feet apart 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.
Bus Expectations

For students riding a school bus to and from school, the Hazelwood School District’s Transportation Director has helped develop safety guidelines in conjunction with health officials.

- All buses will be cleaned/sanitized before and after each route.
- Students will sit in assigned seats, loading from the back first based on pick-up order.
- Students will sit in every other seat, next to the window.
- Siblings/family groups will be grouped together to allow additional students.
Face Coverings

Per CDC recommendations, students 9 and up are required to wear face masks. The Hazelwood School District has stated that students in grades 3-12 will wear face masks when social distancing is not feasible. While students in Pre-Kindergarten through second grade are not required to wear face masks, parents may send students to school with a face mask and encourage their child to wear them to help keep themselves and others safe.

Students that have medical reasons regarding exemption with face coverings should provide that information to our school nurse.
Social Emotional Well-being
Social/Emotional Needs

We understand that our current COVID-19 pandemic, as well as the unrest in our country with racism against African-Americans, will cause some of our students and families’ to endure trauma that may not have been present before. To help support our young learners, we will provide support/resources that helps our students academically and socially-emotionally.

Our school counselor and social worker will continue to provide classroom lessons that follow our comprehensive guidance plan. Individual student meetings will also occur as well as seeking resources and/or support services that fit the individual needs of our students as well as their families.

If your child(ren) or family needs anything, or you simply want someone to contact you and check-in with you, please do not hesitate to reach out to:

Mrs. Cindy Szarek, Counselor 314-953-4758  
Mrs. Carla Sheppard, Social Worker 314-953-4475  
Main Office 314-953-4750
Student & Family Resources

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

https://www.hazelwoodschools.org/Page/7457
Special Area Classes
Special Area Instruction

Special Area classes will occur as follows:

- PE: 2 times per week
- Art: 1 time per week
- Music: 1 time per week
- Library: 1 time per week

Art, music, library will occur inside the home classroom during face to face instruction. This prevents classes from mixing when using the same location as other classes and it minimizes the traffic in the hallways.

PE instruction may occur in the gym or outdoors to better allow for social distancing while participating in physical activities. If equipment is used, it will be sanitized after each class uses it.
Library Use

With our librarian visiting classrooms, the library will not be in use at this time. Our librarian will be able to provide instructional learning activities that promote technology since each student will have a chromebook. Examples of such activities include, but are not limited to:

- eBooks (storytelling)
- Instruction around Google forms, Google docs, and Google Slides
- Research strategies
Russell Families,
Thank you for your patience as we work to ensure both a safe and authentic learning experience for all of our students, staff, and community. We miss you all and hope for your families safety and happiness. If we can be of any assistance, please contact our school office (314.953.4750) and we will do everything we can to assist you.

Sincerely,

Dr. Lisa N. Strauthers-Principal
Russell Elementary School
lstraughter@hazelwoodschools.org

Mr. Steven Baker-Assistant Principal
Russell Elementary School
sbaker@hazelwoodschools.org

Russell Website:
https://www.hazelwoodschools.org/Domain/24

Russell Facebook:
https://www.facebook.com/RussellElementaryHSD