

## Cold Water Elementary Implementation/Operational Opening Framework

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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 the 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.

Since this pandemic has not ended, Cold Water Elementary needs to be prepared to reduce the chance that anyone will acquire this infection during the school day and equipped with protocols and procedures to respond to a case of infection. This implementational/operational framework 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 16 sections in this guide. This document is to be used as a supplement to the District Pandemic School Opening 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:

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

# Social Distancing

Social distancing of at least 3 feet apart whenever possible remains one of the best preventative measures for reducing the spread of COVID 19. It is recognized that this cannot be accomplished at all times, and distancing of at least 3 feet has been shown to reduce infections. Please note that most individuals who spend more than 15 minutes within six feet of an individual who tested positive for COVID 19 will most likely be asked to quarantine.

This section addresses the following:

- Hallway Procedures and Protocols
- Classroom Procedures and Protocols
- Cafeteria Procedures and Protocols
- Gym Procedures and Protocols
- Playground Procedures and Protocols
- Parent and Visitor Procedures and Protocols

## **Hallway Procedures and Protocols**

- 6 feet markings are on the hallway floors so students can be adequately spaced apart in the hallway. The goal is to have students at least 3 feet of social distance space whenever possible.
- The building has a route plan to encourage one-way traffic during the school day.
- Teachers will be positioned at a place that allows them to supervise their classes as they move through the hallways.
- The only space in the building that classes will be traveling to is outdoor recess, the restroom, and Physical Education.

## **Classroom Procedures and Protocols**

- All students and staff will have a mask on at all times of the day.
- When having small group instruction, dividers will be available.
- Classroom seating charts will be easily available and accessible. Students will be seated according to their transportation models so they can stay with the same cohort of students throughout the day.
- Teachers will have students in line order when traveling around the building arranged according to their transportation models so they can stay with the same cohort of students throughout the day.
- Teachers will have gloves available that they can use when passing out and collecting materials.
- Teachers will have structures in place on how students will transition in the classroom. (i. e. line up when I call your number.)
- Assigned spots on carpet/floor utilizing towels for small group instruction or read alouds. Spots are expected to be at least three feet apart.
- All desks will be at least three feet apart and will have a partition to mitigate the airborne spread of germs and bacteria.

- Students will not share pencils and basic school supplies. Any student that does not have basic supplies will be provided a prepared supply kit.
- All classrooms will have hand sanitizing stations and posted procedures.
- When a supply is used such as a book from a classroom library, that material will be collected and not used for the remainder of the day. The material cannot be used again for 24 hours and until it has been wiped down and sanitized.
- Classroom teachers will create ways to prevent hand-to-hand contact. (air hugs, elbow to elbow, spirit fingers)
- Everyone will sanitize their hands when entering the building or classroom.
- All staff members moving to different settings are expected to change gloves when entering or exiting the classrooms.

### **Cafeteria Procedures and Protocols**

- Breakfast will be eaten inside classrooms. Teachers will pick up their breakfasts in the morning from the cafeteria.
- Lunch will be served in the cafeteria. Students will have assigned seats, have approximately 3 feet of physical distance, and a partition to mitigate risk.
- Food Service workers are masked and wear gloves at all times.
- Teachers place lunch orders through Tyler SIS or a Google Form to ensure the appropriate meals are delivered to the classroom.
- The cafeteria exterior door (Door 2) will be used for daycare van riders and bus riders during dismissal.
- During inclement weather, the cafeteria may be used before school to house students. Students will be assigned seats that are at least three feet apart.
- Everyone will sanitize their hands before and after leaving their classroom during meal times.

### **Gym Procedures and Protocols**

- Physical Education is the only special area class that classrooms will travel to.
- Cold Water will have 2 PE classes in the gymnasium on Thursday and Friday.
- Students will sanitize their hands before and after leaving the gym.
- As students enter the gym the students go to their assigned spot.
- Different supplies are used for each grade level /classroom.
- Materials/equipment are sanitized daily.

### **Playground Procedures and Protocols**

- Grade levels have assigned recess time, and classes will use the playground equipment in cohorts.
- Classes must remain together and each class has individual classroom equipment.
- Activities during recess should be structured and have students playing with adequate spacing.

### **Parent and Visitor Procedures and Protocols**

- Any visitor to the building needs to set up an appointment scheduled through the Secretary or Attendance Clerk.
- Any visitor coming to the building needs to fill out the COVID-19 screening form before arriving at the building. If the form has not been filled out, they will be able to fill out the form when they arrive.
- If a parent is coming to the building to pick up their child, they need to call the attendance clerk from their car when they arrive. The clerk will allow the parent to the main door after they have called.
- Any child that is being dismissed early on one of their in-person learning days needs to send an email to the Secretary, Attendance Clerk, and classroom teacher.
- Parents will be strongly encouraged to make medical appointments for their children on days they do not have in-class instruction.
- There will be a hand sanitizing station in the main office that anyone that enters the office throughout the day will be expected to use as they enter the building.
- Any visitor needs to have on a mask when setting foot on campus. If they do not have a mask, we will provide them with a mask.
- Our secretary will keep track of visitors through a Google Form.

# Masks

Proper mask-wearing is another one of the best preventative measures for reducing the spread of COVID 19. Wearing a mask greatly decreases your chance of becoming infected and infecting someone else when you are asymptomatic. The CDC recommends that all children older than 2 wear a mask.

This section addresses the following:

- Practices to ensure that all students Pre-K through 5th grade wear a mask
- Procedures for teaching proper mask-wearing
- Procedures for students who come to school without a mask
- Procedures for essential visitors to your building who do not have a mask
- Procedures for students who do not comply with proper mask-wearing

## **Practices to ensure that students third grade and up wear a mask**

- The school nurse will create and share a video of how to wear a mask and the importance of wearing a mask for the community.
- Visuals are placed in the nurse's office, the hallways, and in classrooms.
- Students will have the ability to create and design their masks.
- Students will be expected to have a mask throughout the school day and should only be momentarily taken off or down during meals.
- Students will be awarded positive incentives such as Class Dojo points daily for meeting proper mask-wearing expectations during the school day.

## **Procedures for teaching proper mask-wearing**

- The school nurse will create and share a video of how to wear a mask and the importance of wearing a mask for the community.
- Visuals are placed in the nurse's office, the hallways, and in classrooms.
- Through building communication channels, the information will be shared on the importance of wearing a mask and videos on proper ways to wear a mask.
- In the weeks before we return to school, teachers should provide lessons in their Google Meeting on how to properly wear a face mask.

## **Procedures for students who come to school without a mask**

- Keep in consistent communication with transportation to ensure that they have the necessary masks and PPE.
- Have extra masks available in classrooms so the teacher can provide a mask in the event a student doesn't have a mask when entering their classroom.
- Students will have the ability to create and design their masks.

## **Procedures for essential visitors to your building who do not have a mask**

- Send procedures to families and community members over visiting procedures including having a mask through building communication channels.
- Procedures for visitors will be posted on our building website.
- When a visitor is scheduled to come to the building, the Secretary will remind the visitor that a mask is required.
- Have masks available at the main office desk.

**Procedures for students who do not comply with the mask-wearing practice**

- Students will confer with the leadership team first to get them to comply.
- Students will have the ability to create and design their masks.
- Students will have the ability to have an extra mask of their choice available in their classroom.
- If not able to get a student to comply after conferring and providing alternative interventions, then a phone call home with a parent pick-up request.

# Arrival

Arrival at school is often a time where areas become congested and many people are in areas in close proximity. It is critical that schools design arrival so that areas do not become congested to reduce the risk of exposure and transmission of COVID-19.

This section addresses the following:

- Building Entrances
- How We Will Limit Mixing of Student Groups
- Areas Where Students Can Go To Maintain Social Distancing
- Staff Duty Assignments
- Visitors Sign-In and Sign-Out

## **Building Entrances**

- Videos and written communication will be shared through building communication channels before the beginning of school.
- Each grade level will be assigned a door for entry. Door 1 will be used for grades 1, 4, and 5. Door 10 will be used by grades K, 2, and 3.
- Signage is posted on each door for entry.
- When students enter the building, they will move using the building's route plan to provide a straight route to their classroom.
- Teachers will enter through the main entrance using their fob.

## **How We Will Limit Mixing of Student Groups**

- Hallways operate on a route plan to produce one-way routes and straight paths to their grade level and classroom.
- Students will be dismissed off buses by grade level to ensure they enter through the appropriate entrance.
- To prevent a high amount of congestion coming into the building, car riders will be asked to drop students off at certain times to stagger the arrival.

## **Areas Students Can Go To Maintain Social Distance**

- Through building communication channels we will share and enforce arrival times and procedures to the building to prevent early arrivals.
- Students will go to their arrival door once they are on campus. Signage is posted on doors.
- In inclement weather, students will come to the cafeteria and be spaced out assigned by grade level. Students will then be dismissed from the cafeteria by grade level or class.

### **Staff Duty Assignments**

- Outside the building, our Building Aides, Counselor and Dr. Beckmann will assist in letting car riders into the building.
- Outside the building, our School Nurse will be outside the building directing students into the proper doors. She will also provide any unmasked students with a mask.
- Outside the building, Ms. Kyles will be dismissing bus riders into the building.
- Inside the building, Ms. Higgins will be on the first floor assisting students in getting to their classes.
- Inside the building, Ms. Runde will be on the second floor directing those students to their classrooms.
- Teachers will be expected to grab their classes breakfast and take it to their class once they arrive at the building.

### **Visitors Sign-In and Sign-Out**

- We will be sharing through our communication channels the expectations for when a student is signed-in late or picked up early.
- Our attendance clerk will have space outside of the office to sign students that were late to class and notate their lunch selection. The attendance clerk would communicate with the classroom teacher that a student is on their way to class.
- Any visitor will be expected to call ahead and schedule an appointment with the Secretary.
- Visitor data will be tracked through Google Form by the Secretary.



# Restroom and Drinking Fountain Use

Restroom use is a time where students can congregate in a small enclosed area that can expose many people to germs and an area that is a high touch area, with people touching many handles (stall, toilet, and urinal) during restroom use.

This section addresses the following:

- Social Distancing and Restroom Use
- Restroom Sanitation

## **Social Distancing and Restroom Use**

- Restroom breaks will be outlined on the master schedule.
- Stalls, toilets, and urinals that will be used will be marked inside the restroom. Every other stall will be in use, and urinal use will be based on the way to keep students at least three feet apart.
- Only 2-3 students will be allowed in the restroom based on the number of stalls and bathroom size.
- Students will utilize the markings in the hallway to ensure they are spaced out when waiting for the restroom.
- One stall in each restroom will be utilized as the emergency stall if they have to use the restroom when it's not during their designated time.

## **Restroom Sanitation**

- Teachers are expected to check restrooms before and after their classroom uses the facility.
- Custodian(s) will adhere to a cleaning schedule to ensure restrooms are properly sanitized.
- Classrooms and grade levels will be expected to use the same restroom throughout the day.

## **Drinking Fountain Usage**

- The only drinking fountains that will be in service are the bottle fillers with the touchless option.
- All students in the building will be provided with water bottles they can use. Families will also have the option of sending their children to school with water bottles.
- If a student does not have a water bottle on a particular day, they will be provided with a plastic cup they can use throughout the day.

# Hand Washing/Sanitizing

Hand washing/sanitizing remains one 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 an integral part of the school day.

This section must address:

- Hand Washing/Sanitizing for Entering the Building
- Education of How to Properly Wash Hands and Sanitize
- Refilling Procedures

## **Hand Washing/Sanitizing for Entering the Building**

- Any time a person enters or exits a room in the building, they will use the hand sanitizer or hand washing station.
- When a visitor enters the building, they will use the hand sanitizing station in the main office.

## **Education of How to Properly Wash Hands and Sanitize**

- Proper handwashing and sanitizing expectations, best practices, and locations within the building will be shared through building communication channels.
- Signage will be in the restrooms and throughout the building.

## **Refilling Procedures**

- Custodians will check hand sanitizing stations and soap dispensers before school, during their restroom cleaning schedule during the day, and as part of their nightly duties.
- If a hand sanitizing station or soap dispenser is empty, the classroom teacher or staff member will alert the custodian and the office.

# Special Area Subjects

Having students participate in special area courses is vital to their experience in elementary education. To ensure that students can participate in these courses, social distancing, sanitation, and travel procedures need to be mapped out. Some of the special area classrooms will also have their space used in different ways to ensure we can use social distancing practices during the school day.

This section addresses the following:

- Travel to Specials Classes
- Sanitation Procedures
- Social Distancing in Specials
- Alternative Space Usage

## **Travel to Specials Classes**

- Classes will travel to their special area classes using the building route plan.
- When traveling to PE and the library, classes will walk down the library hall to reach their destination.
- When traveling to Art, classes will walk down the library hall and past the cafeteria to reach the art hallway.
- When traveling to Music, classes will walk down the K-1 hallway to reach their destination.

## **Sanitation Procedures**

- Every staff member will sanitize hands before entering and when exiting a classroom.
- Every staff member will wear gloves when distributing and collecting student materials.

## **Social Distancing in Specials**

- The seating chart used in the classroom in transportation cohorts will be mirrored in special area classrooms.
- In Physical Education, students will have assigned spots when they are inside the Gym.
- Whenever possible, Physical Education will be held outside where physical distancing is more easily accessible.
- When going outside, Physical Education classes will exit out Door 6.
- To ensure that special area teachers are aware of the various safety and social distancing procedures, safety procedures will be posted in each classroom.

## **Alternative Spaces Usage**

- The cafeteria will be used to house students that arrive too early for school during inclement weather. The Cafeteria will also be used for Physical Education classes when Mr. Washington holds classes on Mondays, Tuesdays, and Friday afternoons.
- The Gym will only be utilized when there is inclement weather.

- The Sensory Room will be utilized for therapeutic purposes. After the room is used, the office and custodians will be informed to sanitize and disinfect the space.
- Mindful Room will be utilized by teachers as needed. This room will be sanitized on the same schedule that general classroom teachers.
- The Conference Room will be the social worker's office.

# Breakfast/Lunch

Providing access to adequate breakfasts and lunches is a major function of schools. Many of our students may not have access to balanced meals at home due to food insecurity, especially during a pandemic. Providing access to breakfast and lunch while social distancing can be a challenge.

This section addresses the following:

- Breakfast Procedures and Social Distancing Protocol
- Breakfast Sanitation Procedures
- Lunch Procedures and Social Distancing Protocol
- Lunch Sanitation Procedures
- Recognition of Food Allergies

## **Breakfast Procedures and Social Distancing Protocol**

- Teachers will pick up breakfast from the cafeteria by 8:40
- Students will eat breakfast in the classroom.
- All students will eat their breakfast at their assigned desk, which is at least three feet apart. This will help students to eat breakfast while adhering to CDC guidelines of no transmission without a mask.
- Students will not be allowed to dump their tray until their name or number is called. Students will dump trays one at a time.
- Once trays have been dumped into their classroom's trash bin, the bin will be placed outside the classroom.

## **Breakfast Sanitation Procedures**

- Everyone will sanitize their hands and wipe down and disinfect eating surfaces before and after breakfast.
- Students will not be allowed to dump their tray until their name or number is called. Students will dump trays one at a time.
- Once trays have been dumped into their classroom's trash bin, the bin will be placed outside the classroom.

## **Lunch Procedures and Social Distancing Protocol**

- Students will line-up in the cafeteria with 3 feet of spacing in line.
- Cafeteria tables will have students spaced out with approximately 3 feet of physical distance and a partition.
- Staff will wear gloves when distributing the food.
- Students will not be allowed to dump their tray until their name or number is called. Students will dump trays one at a time.
- Once trays have been dumped into their classroom's trash bin, the bin will be placed outside the classroom.

## **Lunch Sanitation Procedures**

- Everyone will sanitize their hands and wipe down and disinfect eating surfaces before and after lunch.
- Students will not be allowed to dump their tray until their name or number is called. Students will dump trays one at a time.
- Once trays have been dumped into their classroom's trash bin, the bin will be placed outside the classroom.

### **Recognition of Food Allergies**

- Allergies for students will be found on SIS. All teachers will be provided with an allergy list for students.
- Any student that has an airborne food allergy that requires them to eat in a separate setting will be identified. These students will be able to eat in a space like the cafeteria or the library depending on space and supervision availability.
- Lunch orders will be placed in Tyler SIS. Tyler SIS will have the student's food allergy information listed in the student information system.

# Recess

Providing opportunities for students to have the chance and play and socialize with their classmates is vital to their social-emotional well-being and development. However, it's vital to keep in mind social distancing parameters and have alternate recess activities to prevent transmission of Covid-19.

This section addresses the following:

- Traveling to Recess
- Using Recess Materials, Play Expectations, and Social Distancing Protocols
- Traveling from Recess
- Indoor Recess

## **Traveling to Recess**

- Students will use the hand sanitizer/hand-washing station before leaving the building for recess. Classroom teachers will escort their class using the building route plan to Door 5 to exit the building for recess.
- When stopping in the hallway, the class needs to ensure they are on a social distancing marker in the hallway. This would ensure adequate spacing.

## **Using Recess Materials, Play Expectations, and Social Distancing Protocols**

- Staff will be provided with a “recess toolbox” with ideas and activities that have social distancing protocols and expectations.
- Each class will take their recess materials outside. All classes will have individual materials for their class.
- The recess materials are only to be used by the students in that class.
- The playground equipment can be used by classroom cohorts on a rotating schedule. Playground equipment will be cleaned and sanitized throughout the day.
- Any games that are played need to ensure adequate social distancing and the prevention of mixing of toys or materials.
- Recess materials need to be disinfected and sanitized before their next use.

## **Traveling from Recess**

- Before returning to their classroom. The lunch supervisor for that particular classroom will be bringing the student's lunches to the classroom.
- Classes will enter through Door 5 and make their way back to their classrooms using the building route plan.
- Once entering the classroom, students need to use hand sanitizer/hand-washing station to ensure their hands are clean and disinfected.
- Students will then make their way to their assigned seats, wipe their desks and eating surfaces, and prepare for lunch.

**Indoor Recess**

- Staff will be provided with a “recess toolbox” with ideas and activities that have social distancing protocols and expectations.
- Students will use hand sanitizer or use the hand-washing station before and after indoor recess.
- Any materials that are used need to be sanitized before they can be used again.
- At the end of indoor recess, after hands have been adequately cleaned and disinfected, students will wipe down and clean their desk and eating surface to prepare for lunch.



# Emergency Drills

Emergency Drills are a part of the overall safety plan of every building and need to be in place to ensure the 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.

This section addresses the following:

- General Protocols and Scheduling
- Fire Drill
- Earthquake Drill
- Tornado Drill
- Active Intruder Drill
- Lockdown Drill
- Power Outage Procedures

## **General Protocols and Scheduling**

- Every classroom will be assigned a designated area inside or outside the building depending on the emergency.
- Drills will be completed by grade-levels or pods whenever possible.
- We will adhere to the CDC guidelines of keeping students 3-6 feet apart.
- We will adhere to the scheduled drills.
- Plans will be following the Emergency Operations Manual with modifications to comply with CDC guidelines and best practices of social distancing.

## **Fire Drill**

- Fire drills will be practiced by pods/ or grade levels.
- Classrooms will follow their exit plan provided.
- Classrooms will line up at their designated area adhering to keeping students at least 3 feet apart aligning with expectations and social distancing protocol.
- Classrooms will re-enter the building only when their classroom is given the all-clear by the leadership team or office.

## **Earthquake Drill**

- All Classrooms will conduct this drill in their classroom.
- All students will get under their desks and hold on to the legs of the desk when signaled.

## **Tornado Drill**

- Tornado drills will be practiced by pods or grade levels.
- Classrooms will go to their designated area in the building. Students will practice kneeling in their protective position until they get an all-clear from the leadership team and or office staff member.

### **Active Intruder Drill**

- Active Intruder Drills will be practiced with pods/grade levels.
- Teachers will lock doors and follow outlined building procedures. (ex. cover doors and windows)
- Teachers will do their best to adhere to CDC guidelines of being at least 3-6 feet away. However, the safety of all our students is our priority. So students may be in closer proximity if necessary.

### **Lockdown Drill**

- Teachers will follow building and district procedures. Teachers will lock doors, cover windows, and continue teaching until notified. All staff and students will remain in their classrooms and assigned areas until being given clearance by building leadership.

### **Power Outage Procedures**

- If a classroom is not conducive to learning, we will utilize alternative spaces (library, cafeteria, gym) to house classrooms.
- When using these alternative spaces, students will be spaced as close to 3 feet apart in alignment with CDC guidelines and best practices with social distancing.

# Social/Emotional Needs

Meeting students' social/emotional needs are of utmost importance during a pandemic. Children may feel worried, scared, and isolated, which may lead to depression, high anxiety, and suicidal ideations. Meeting these needs should be the first step we take before meeting academic needs.

This section addresses the following:

- Universal Screening
- Mental Health Support for Students
- Mental Health Support for Teachers
- Training for Discussion of Pandemic and Social Distancing Protocols With Students
- Wellness Checks For Students And Families That Have School Has Lost Contact With For 3 Days
- Academic Accommodations And Supports For Students
- "Back on Track" Teacher Responsibilities

## **Universal Screening**

- A survey will be sent to families as a needs assessment to see what outreach is needed to best meet the families' needs.
- A survey will be sent to staff as a needs-assessment to see what accommodations and supports are necessary to meet their social, emotional, and mental health needs.
- Cold Water will use the BESS data from AIMSWEB as an assessment tool to gauge student's behavioral needs.

## **Mental Health Support for Students**

- Virtual days will include a yoga lesson and/or mindful minutes that students can utilize when they are outside of the school setting.
- Calm App - is an app students and families can access at school and home.
- Second Step lessons will be part of Google Classroom.
- Peace Places and Calming Corners- Safe places for students within the classroom to relax and reset. Students will have individual pre-made play-dough or fidget items.
- The Back on Track (BOT) room will be available for students to relax and reset.

## **Mental Health Support for Teachers**

- A survey will be sent to staff as a needs-assessment to see what accommodations and supports are necessary to meet their social, emotional, and mental health needs.
- Mindful Room will be accessible as needed when teachers utilize the "tag-out" system as well as during plan time.
- Employee Assistance Program (EAP) updates will be shared weekly with staff as an additional resource.
- Staff also have a weekly check-in survey sent.
- Trauma Team will share a weekly communication with a focus on self-care which will include professional articles and strategies.

### **Training for Discussion of Pandemic and Social Distancing Protocols With Students**

- Cold Water staff will be participating in workgroups to review the building's reopening plans and review questions, concerns, and best practices.
- Staff will participate in a building professional development discussion on best practices of sharing pandemic and social distancing issues with students.

### **Wellness Checks For Students And Families That Have School Has Lost Contact With For 3 Days**

- If a student does not attend school for two straight days, both virtually and in-person, the attendance clerk will contact the family. A Building Aide can also assist in this process.
- If the attendance clerk is unable to reach the family, the following people will reach out to the family:
  - School Counselor
  - Social Worker
  - SSD Case Manager (if the child is receiving special education services)
  - EL Teacher (if the student receives ELL services)
  - "Back on Track" Teacher for Tier-2 and Tier-3 students

### **Academic Accommodations And Supports For Students**

- Consult with the Special School District, our SSD Area Coordinator, and Case Managers on how we will provide special education accommodations in this new instructional format.
- Pacing will be based on progression through priority standards and students may be given extended time to master standards.
- Reading Specialists push-in to K-3 classrooms. One reading specialist will have tier 3 ELA for 4th grade, and one reading specialist will have tier 3 ELA for 5th grade.
- We will hold after-hours tutoring for reading and math. We will have teachers to assist with primary ELA, primary Math, intermediate ELA, intermediate Math.

### **"Back on Track" Teacher Responsibilities**

- If a student is escalated, an assistance call will be made to the Principal, Assistant Principal, Counselor, and then Instructional Coach.
- After a student is de-escalated, the student may see the "Back on Track" teacher for additional social-emotional and/or academic support.
- "Back on Track" will have a check-in/check-out system for Tier-2 and Tier-3 students.

# Dismissal

Dismissal at school is often a time where areas become congested and many people are in areas in close proximity. It is critical that schools design dismissal so that areas do not become congested to reduce the risk of exposure and transmission of COVID 19.

This section addresses the following:

- Exit Procedures
- Sign-Out Procedures
- Having procedures for parents to sign out students for early dismissal limiting parent/guardians access to buildings
- Procedures for students to get to buses, cars, and walking routes while maintaining social distances

## **Exit Procedures**

- Clipboards for each transportation method will be in the Main Office. The Attendance Clerk will update clipboards based on attendance and early dismissals.
- Walkers will be dismissed first.
  - Students in grades 1, 4, and 5 will walk through the library hallway and out Door 1.
  - Students in grades Pre-K, K, 2, and 3 will dismiss out Door 10. Students will then go to their assigned grade level space on the sidewalk.
  - There will be assigned classrooms for the K-1st-5th and 2nd-3rd-4th hallway for walkers.
  - Dr. Beckmann will be outside with both car riders and walkers.
  - Our custodian Mr. Jackson will serve as our crossing guard.
- Bus Riders will be dismissed second.
  - There will be assigned classrooms for the K-1st-5th and 2nd-3rd-4th hallway for each bus.
  - Bus riders will exit through Door 2 (Cafeteria).
  - Bus riders will be dismissed by intercom one bus at a time.
  - Buses will be loaded in the lot at FAAA fields.
  - Students will adhere to at least 3 feet of social distance space whenever possible.
  - Students will have assigned seating arranged by bus stop. Students will have individual seats unless they have a sibling.
  - The supervisor for bus riders will be Ms. Kyles and she will check off students by their assigned seat.
- Van Riders will be dismissed third.
  - There will be assigned classrooms for the K-1st-5th and 2nd-3rd-4th hallway for students that are van riders.
  - Van riders will exit through Door 2 (Cafeteria).
  - Van riders will be dismissed by the arrival of the van.
  - Vans will be loaded on the lot adjacent to the cafeteria.
  - Students will adhere to at least 3 feet of social distance space whenever possible.

- Students will have assigned seating with the youngest students sitting at the front of the bus and the oldest students sitting at the back of the bus.
- The supervisor for van riders is Ms. Kyles and she will check off students by their assigned seat.
- Car Riders will be dismissed fourth.
  - There will be assigned classrooms for the K-1st-5th and 2nd-3rd-4th hallway for students that are car riders
  - Students will have assigned spaces on the sidewalk by grade level as they wait for their cars.
  - Car riding parents will receive placards with their last name by color showing which grade level they are picking up. Families with students in more than one grade level will receive a placard with additional stickers showing grade level.
  - Students in grades 1, 4, and 5 will walk through the library hallway and out Door 1.
  - Students in grades Pre-K, K, 1, 2, and 3 will dismiss out Door 10. Students will then go to their assigned grade level space on the sidewalk.

### **Sign-Out Procedures**

- Through building communication channels we will share and enforce expectations for building procedures including early dismissal and signing students out.
- Parents need to notify the Secretary, Attendance Clerk, and Classroom Teacher before 2 pm for early dismissal whenever possible. Any visitor that comes to the building needs to have an appointment scheduled through the Secretary or Attendance Clerk.
- For early dismissal, parents will pick up students no later than 3:00 pm.
- When the parent arrives at the building to pick up their child, they need to call the attendance clerk from their car. The clerk will allow the parent in after they have called.
- Parents will be strongly encouraged to make medical appointments for their children on days they do not have in-class instruction.
- There will be a hand sanitizing station in the main office that parents will be expected to use as they enter the building.
- Any visitor needs to have on a mask to enter the building. If they do not have a mask, we will provide them with a mask.
- Parents will use a Google Form on a Chromebook in the building to sign their child out. The Chromebook will be immediately sanitized.

# Use of Library

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

This section addresses the following:

- Mobile Library Procedures
- Use of Library Space

## **Library Procedures**

- Library will be a special area class that classes will travel to.
- The library floor and tables will have assigned spots based on student cohorts for seating.
- Hand sanitizer will be readily accessible for students after they've looked through books or instructional materials.
- When materials have been used, they will be discarded until they have been properly sanitized.

# Classroom Supplies

Supplies for classroom instruction are an important part of curriculum and instruction; however, they can be very high-touch items. Plans need to be made to address supplies and limit high-touch supplies.

This section addresses the following:

- Handling, Distribution, Replacement of Supplies
- Supply Sanitation
- Chromebook Care
- Process for quickly gathering supplies or supply replacement if necessary due to exposure
- Education for the process for sanitizing Chromebooks quickly that get brought back and forth from home and school

## **Handling, Distribution, Replacement of Supplies**

- Through building communication channels, we will share the expected supply list with parents and families.
- Teachers will ask to provide individual sets of certain supplies (i. e. Play-Do) for social-emotional needs.
- Our instructional clerk is ordering supply kits for every student on our building roster.
- There will be no community supplies within the classroom.
- When distributing instructional materials to students in the classroom, the teacher will wear gloves and replace gloves throughout the day when additional or new supplies are passed out.
- When a material has been collected by the teacher, the material will be set aside to be disinfected and sanitized.

## **Supply Sanitation**

- Everyone in the building will use hand sanitizer and/or a handwashing station when entering and exiting a space in the building.
- When a supply or classroom material has been borrowed or returned to the teacher, the teacher will place the material in a section of their room. This section of the room will be for supplies and materials that need to be disinfected and sanitized before they can be used again.

## **Chromebook Care**

- Every week, teachers will supply students with a Clorox wipe to wipe down and clean their Chromebooks.
- Every month, students and families will complete a self-assessment with the assistance of the teacher to ensure the Chromebook is in good working condition.
- Through building communication channels, families will be informed of Chromebook repair and troubleshooting help at the Opportunity Center in the instance that

Chromebook is broken or needs to be swapped out.



# Virtual Learning Accountability

Under the in-person model of instruction or if the school or district must switch to a 100% virtual option, structures will be in place to ensure that students are receiving every possible educational service and the program they would receive during typical face-to-face instruction.

This section addresses the following:

- Professionalism
- Roles of Non-Instructional Staff
- Special Areas Teachers
- Attendance, Participation, and Completion Tracking
- Parent Contact Expectations
- Walkthroughs and Evaluations

## **Professionalism**

- When conducting a virtual classroom lesson, teachers will be professionally dressed as they would when at the building for face-to-face instruction.
- Teacher backgrounds in virtual classrooms will reflect a professional setting.
- A learning target will be shared and displayed at the beginning of the lesson, intermittently during the lesson, and will be used for reflection and assessment at the end of the lesson.
- Classroom expectations will be shared and enforced intermittently and when necessary during instruction.

## **Roles of Non-Instructional Staff**

- Building Aides
  - Outreach Assistant: This building aide will work with our attendance clerk, counselors, and social workers in communicating with parents. They may also be expected to assist in class small groups depending on availability and need.
  - Instructional Assistant: This building aide will assist classroom teachers and participate in virtual instruction. They will assist the outreach assistant in communicating with families.
  - Intervention Assistant: This building aide will assist the “Back on Track” teacher in documenting and providing interventions for students in their caseload. This building aide may assist in outreach when needed.
- Counselor
  - Will teach virtual lessons throughout the virtual learning cycle on character development, self-regulation, and conflict mediation.
  - Will work with small groups of students to meet their social-emotional needs.
  - Will work with the Attendance Clerk, Outreach Assistant, and Social Worker to ensure that families are attending school and having their social-emotional needs met at home.
- Social Worker

- Will work with the Attendance Clerk, Outreach Assistant, and Social Worker to ensure that families are attending school and having their social-emotional needs met at home.
- Will work with classroom teachers and our counselor in providing necessary supports to our families in need.
- Secretary
  - Will help maintain building records and databases.
  - Will assist the Attendance Clerk in family outreach.
- Attendance Clerk
  - Will monitor attendance.
  - Will communicate with families about school attendance.
  - Will keep in contact with necessary staff members when in need of a wellness check to a family.
- Instructional Clerk
  - Will ensure that families and teachers have the necessary instructional materials.
  - Will work with office staff to communicate with families about instructional material distribution and delivery.

### **Special Areas Teachers**

- During virtual learning, special area teachers will abide by the master schedule that would reflect the same schedule as face-to-face learning.

### **Attendance, Participation, and Completion Tracking**

- If a student is not logging in to their classroom activities, the Attendance Clerk will inform the counselor, social workers, and relevant support systems (IEP Case Manager, EL Teacher, Back of Track Teacher) for necessary wellness checks.
- If a student is not participating or completing work within the virtual setting, classroom teachers will be expected to follow-up with families in a similar manner as they would during face-to-face instruction.

### **Parent Contact Expectations**

- Teacher schedules, instructional resources, and social-emotional learning resources will be posted on the school website and shared through building communication channels.
- If a parent or student shares a concern or question with a staff member, a reply needs to be sent out within 24 hours.
- Staff members will be expected to document family communications in the Parent Contact Log in SIS.

### **Walkthroughs and Evaluations**

- Teachers will share their Google Classroom information with the Principal, Assistant Principal, and Instructional Coach to allow the instructional leadership team to conduct walkthroughs and evaluations.

- The Principal and Assistant Principal will conduct only scheduled staff evaluations in the virtual setting that will include the pre-observation and post-observation conferences as stated in the Teacher Evaluation program and expectations in the Articles of Agreement.

# Sick Students/Staff

A vital piece of our preventative measures will be our procedures for sick students and staff within the building both with COVID-19 symptoms and other conditions. This section includes how we will address our nurse procedures as well as our building procedures when someone is sick.

This section addresses the following:

- Procedures for how to address a sick student inside the classroom.
- Sick Student (Non-Covid-19)
- Sick Student (Symptomatic of Covid-19)
- Sick Staff (Non-Covid-19)
- Sick Staff (Symptomatic of Covid-19)
- Isolation Room Procedures

## **Procedures for how to address a sick student inside the classroom**

- If a student is sick inside the classroom, the classroom teacher will call Nurse Jones to inform her that a sick student is in their room.
- Depending on the severity and age of the student, Nurse Jones will either come and retrieve the student from the classroom, or the student will be sent to the Nurse's office with a pass.
- If the Nurse has to go pick up a student from the class, Ms. Uelk will watch over the nurse's office. If Ms. Uelk is unavailable, we will locate another staff member to watch over the nurse's office.

## **Sick Student (Non-Covid-19)**

- Students can be kept within the nurse's office until they are picked up by a parent.
- The nurse will share with the parent picking up the child the expectations on face coverings and the building procedures on signing out a student.

## **Sick Student (Symptomatic of Covid-19)**

- The nurse will contact the student's parent/guardian, inform them of the situation, and will ask the parent to pick up the student outside of door 10. Attendance clerks will be contacted about the situation as well as informed of when the student is picked up so they can be signed out.
- The nurse will contact Ms. Bertel and follow necessary procedures to ensure the St. Louis County Health Department is notified.
- Students will be transported by the nurse to the isolation room within the building. Someone will watch over the nurse's office from outside the office while the student is transported.
- The office staff will be notified that the Isolation Room is in use.
- Once the student is transported, the nurse's office will need to be disinfected and sanitized.

- The student in the isolation room will be supervised by a building aide or other staff member outside of the isolation room until their transport arrives.
- When the transport arrives, they will exit out of door 10 straight to the car. The Attendance Clerk will be notified when the student has departed the campus.

#### **Sick Staff (Non-Covid-19)**

- Staff will be sent home and advised to seek medical counsel after leaving school.
- Substitute staff will be arranged so the classroom has adequate coverage and supervision.

#### **Sick Staff (Symptomatic of Covid-19)**

- The nurse will contact Ms. Bertel and follow necessary procedures to ensure the St. Louis County Health Department is notified. The staff member will then drive off campus and seek medical attention if they can drive.
- If the staff member is too ill to drive, the staff member will be transported by the nurse to the isolation room within the building. The office will be notified that the isolation room is in use.
- Once the staff is transported to the Isolation Room, the nurse's office will need to be disinfected and sanitized.
- When the transport arrives, they will exit out of door 10 straight to the car. The Attendance Clerk will be notified when the student has departed the campus.

#### **Isolation Room Procedures**

- When someone is being escorted to the Isolation Room, the office will be notified immediately that the room is in use.
- Ms. Bertel will be notified so we can inform the St. Louis County Health Department and all necessary avenues.
- If a student is in the Isolation Room, a staff member, probably a building aide, will sit outside of the Isolation Room until transportation arrives.

# Route Plan

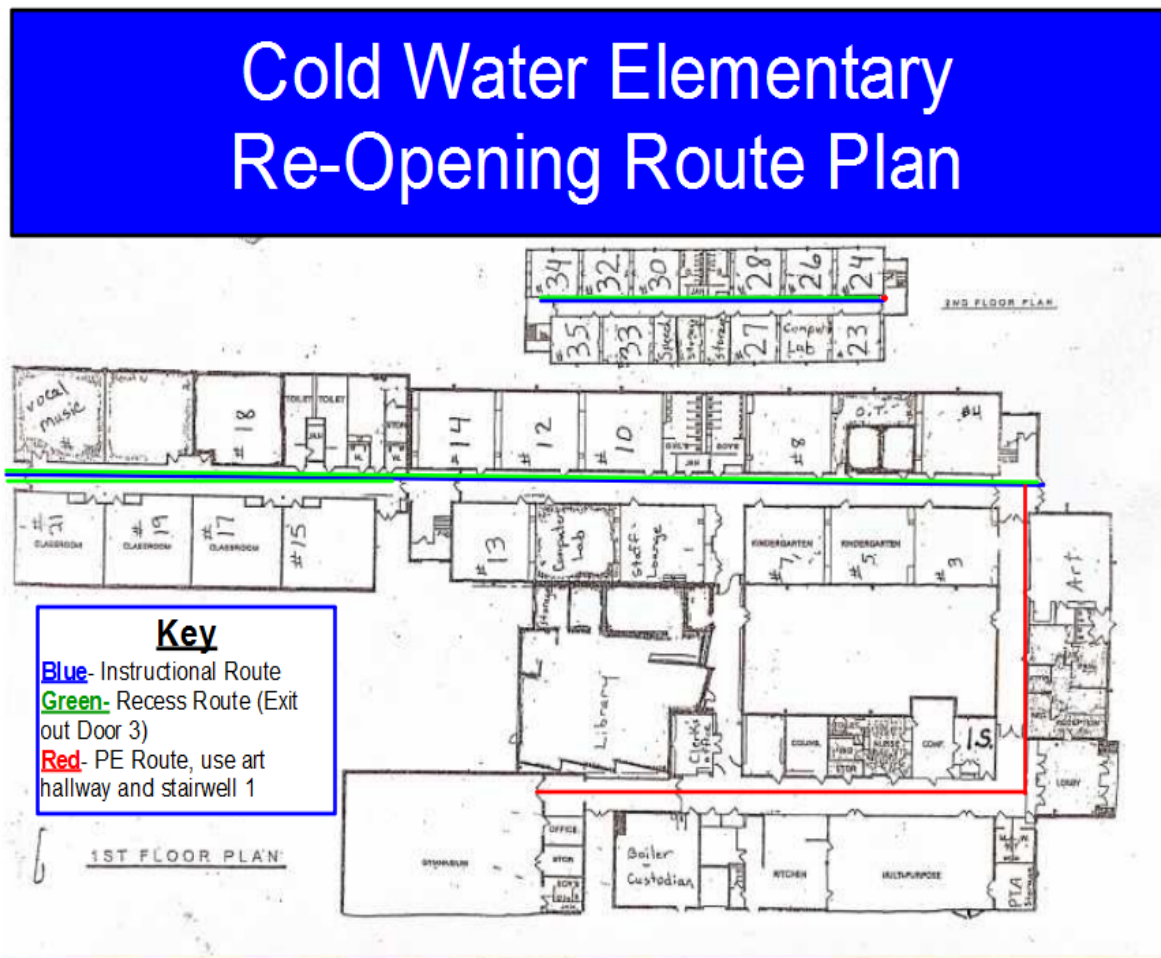
The overall goal of our movement in the building is to keep students and classes at least 3 feet apart whenever possible and to prevent cross grouping and mixing of students. When possible, we will be utilizing one-way routes and use specific hallways to access certain areas in the building.

This section addresses the following:

- Route Plan Visuals
- Routes During Arrival
- Routes During Dismissal
- Routes to Recess
- Routes to Physical Education

## Route Plan Visual

- General Route Plan





- Door 1



- Door 2





- Door 8



- Door 10





- Cafeteria Hall



- Main Hall





- Library Hallway





- Stairwell 1 (By Door 10)



- Stairwell 2 (By Door 8 at the end of the library hallway)



### **Routes During Arrival**

- 1st grade, 4th grade, and 5th grade will enter through Door 1 and proceed straight towards the gymnasium, they will turn right at the second hallway which is our library hallway. When they reach the main hallway, 1st graders will go straight to their classrooms, 3rd-grade students will take Stairwell 2 and proceed straight to their classes once reaching the second floor, and 5th graders will turn left and proceed straight to their classes.
- Pre-K, Kindergarten, 2nd grade, and 3rd grade, will enter through Door 10 and proceed straight towards their classrooms. Pre-K and Kindergarten will go straight down the main hall and into their classrooms. 2nd and 3rd grades will turn right up Stairwell 1 then proceed straight to their classrooms once reaching the second floor.

### **Routes During Dismissal**

- Pre, K, Kindergarten, 3rd grade, and 4th grade will use the art hallway to proceed to the cafeteria for bus and daycare van dismissal.
- 1st, 2nd, and 5th grade will dismiss using the library hallway to proceed to the cafeteria for bus and daycare van dismissal.
- Pre, K, Kindergarten, 3rd grade, and 4th grade will use the art hallway to proceed to Door 1 for dismissal of walkers and car riders. If they are a car rider, they will proceed to their designated space on the sidewalk that is organized by grade level.
- 1st, 2nd, and 5th grade will dismiss through Door 10 using the main hall to dismiss our of door 10 for walkers and car riders. If they are a car rider, they will proceed to their designated spots on the sidewalk that is organized by grade level.

### **Routes to Recess**

- Door 8 will be the primary door that will be used to dismiss outside to recess.
- Pre-K, 1st grade will turn left out of their classrooms then proceed straight to Door 8.
- 2nd, 3rd, and 4th grade will take Stairwell 2 downstairs then proceed straight to Door 8.
- 5th grade will take a right outside of their classrooms and then proceed right to Door 8.

### **Routes to Physical Education**

- Pre-K, Kindergarten, 1st, and 5th grade will proceed down the library hallway and then turn right to proceed towards the Gym when going to Physical Education. Classes will return to their classes by walking past the cafeteria, using the art hallway, then up the main hallway to return to class.
- 2nd grade, 3rd grade, and 4th grade will use Stairwell 2, use the library hallway, and then turn right to proceed towards the Gym when going to Physical Education. Classes will return to their room by walking past the cafeteria, using the art hallway, then using Stairwell 1 to return to class.

### **Routes to the Library**

- Pre-K, Kindergarten, 1st, and 5th grade will proceed down the library hallway to enter the library. Classes will return to their classes by walking past the cafeteria, using the art hallway, then up the main hallway to return to class.

- 2nd grade, 3rd grade, and 4th grade will use Stairwell 2, then proceed down the library hallway to enter the library. Classes will return to their rooms by walking past the cafeteria, using the art hallway, then using Stairwell 1 to return to class.

### **Routes to Music**

- Pre-K, Kindergarten, 1st, and 5th grade will proceed down the main hallway and then proceed straight to the music classroom. Classes will return to their rooms by walking through the main hallway.
- 2nd grade, 3rd grade, and 4th grade will use Stairwell 2, then use the main hallway straight toward the music classroom. Classes will return to their rooms by walking through the library hallway, past the cafeteria, using the art hallway, then using Stairwell 1 to return to class.

### **Routes to Art**

- Pre-K, Kindergarten, 1st, and 5th grade will proceed down the library hallway, go past the cafeteria, then enter the art hallway to reach the art classroom. Classes will return to their rooms by going down the main hallway.
- 2nd grade, 3rd grade, and 4th grade will use Stairwell 2, proceed down the library hallway, go past the cafeteria, then enter the art hallway to reach the art classroom. Classes will return to their rooms by taking Stairwell 1 to the second floor.