

Arrival &  
Dismissal

Café &  
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Instruction

Health &  
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RR & Hand  
Washing

Social  
Distancing

Social  
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# Operational Framework

*Lusher Elementary School*

*2021-2022*

# Introduction

Greetings! This document is to be used as a supplement to the Hazelwood School 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.

If you have any questions, please feel free to contact Lusher Elementary School at 314-953-4600

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# Background

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

Since this pandemic has not ended, Lusher Elementary needs to be prepared to reduce the chance that anyone will acquire this infection during the school day. This implementation & operational plan is to ensure that Lusher 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**

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

- **Principal 314-953-4601**

- Dr. Julie Melton

- **Assistant Principal 314-953-4618**

- Mr. Ray Butler

- **Main Office 314-953-4650**

- Mrs. Andrea Caldwell, Secretary

- Mrs. Kimberle Kurtz

- Ms. Donna McKinsey, Copy Clerk

- **Counselor 314-953-4608**

- Ms. Casee Hagan

- **Nurse 314-953-4610**

- Ms. Ellen Burke

- **Social Worker 314-953-4624**

- Mrs. Jerilyn Oppenheimer

# Arrival & Dismissal Procedures

# Arrival

Students will enter the school using main entrance doors. Students will enter the building at 8:40 AM. All staff will work 8:40 AM-4:00 PM daily while TA/BAs 8:00 AM-4:30 PM.

- We will use the door near buzzer for entrance and other door for exit. Students in grades K-5 will go straight to class. Breakfast will be handed to students in each hallway. All classroom teachers will meet students at classroom doors at 8:40a.m.

All adults and students must wear a mask before entering the building. Bus riders will have to wear a mask before entering the bus and keep it on the entire bus ride for all grades. Masks will be provided to students by the bus driver who forget their masks.

Parents will NOT be walking students to classes at this time. The nurse will be available for medicine drop off. Please contact Nurse Burke for assistance.

## YCare

YCare students enter through parking lot side into the cafeteria. YCare begins at 7:00 am.

# Late Arrivals

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 enter the building.
- Office staff member will document date/time of student arriving in SIS and inform teacher that student is on the way to class.
- To help lessen visitors, parents will not be sign student into the office for late arrivals.
  - Parents can drop off needed items in the crate located by the buzzer. A staff member will retrieve the item once the visitor has left the sidewalk.
- Student will receive a disposal, tardy pass.



# Dismissal

**Walkers:** Walkers will exit building at 3:50 PM. Students in grades 3-5 will be dismissed first, walking to the library doorway, and then students in grades K-2 will be dismissed near Room 1. Staff members will walk students out and encourage them to move down the sidewalk to exit school property. Staff members that support students that walk will then assist with bus riders.

**Daycare Vans:** At 3:50 PM, students will be dismissed after walkers to the cafeteria. Students will sit by van on designated areas in Room 9 with the Teacher Assistants. Students will be dismissed from the outside door. Daycare vans will use the bus driveway to pick up students.

**Car riders:** At 3:50 PM, car riders will be walked to hallway near each exit door. Fourth grade will be dismissed near Room 26. Fifth grade will exit from the cafeteria. Third and second grade from the main doors. Kindergarten and first grade from the exit near Room 2.

**Bus riders:** Students will be walked to busses by staff members when their bus arrives on the side of building



# Early Dismissal

Students that need to be leave our school building prior to the scheduled dismissal time will follow these procedures: **There will be no early dismissals after 3:30 PM each day.**

Parents will call main office to let them know they are on parking lot in front of building. Office staff will come to car to check ID and make sure person is authorized to pick up student. Student will be called to office and staff member take student to designated car. Office staff will note on sign out sheet the person picking up the student, date, time and name of student for documentation.

# Cafeteria & Recess Procedures

# Breakfast

To help ensure effective social distancing guidelines, the cafeteria will not be used for students to eat breakfast.

Students will eat breakfast in their classrooms. The breakfast items will be delivered to each classroom.

Breakfast will start at 8:40 AM.

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

- Student desks will be cleaned & sanitized
- Trash will be collected, placed outside the classroom door & disposed of by custodian
- Students will take restroom/hand washing break according to schedule or use hand sanitizer in the classroom until scheduled restroom break
- We will make every attempt to social distance a minimum of 3 feet

# 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 will eat their lunch at their desks. We will make every attempt to social distance a minimum of 3 feet.
- Students with allergies will not be near food items that may cause an allergic reaction;. Lunch supervisors will supervise students during the lunch period.
- Students will dispose of trash and clean desk at the end of the 30 minute lunch period.

# Recess

Students will have 2 recesses each day. Students will be expected to practice social distancing during the recess periods. We will make every attempt to social distance a minimum of 3 feet. Each classroom will have a designated area to play. Students will not be allowed to play with students from other classes to decrease cross-contamination.

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# Instruction

# Instruction

Students will work on identified priority or standards each day of instruction. We will make every attempt to social distance a minimum of 3 feet. 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 (Twice a week)



# 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:

[Lusher School Supply List](#)

# Snow Day Instruction

In the event that schools are closed and all students are learning virtually, our students will complete assigned work that can be found on the Hazelwood District Website

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# Health & Safety

# Daily Cleaning

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

Students will clean up their desk areas after breakfast and lunch each day. Only district provided cleaning solvents and wipes will be used at Lusher. The custodial team will dispose of trash as needed.

# Ill Students

## 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 by the nurse. Ill students waiting to be picked up will wait for their parent in this room. A staff member will supervise the students in the Isolation Room. A secondary Isolation Room will be utilized while the first Isolation Room is in use to decrease transmission of germs. The process for early dismissal will be followed.

All parents are expected to monitor their child daily for COVID-19 like symptoms prior to going to school. This screening tool can be found on Blackboard and Parent Portal.

# Ill Staff

The district expectation is for each staff member to complete a daily COVID-19 questionnaire and which includes monitoring personal temperature.

Responses for this questionnaire are forwarded to the building principal and school nurse.

If a staff member develops COVID-19 like symptoms during the school day, the following measures will be taken:

- Teacher will notify their direct supervisor.
- Classroom coverage will occur so that the staff can leave the site to self-isolate.
- Nurse will be notified to start investigation with the ill staff member.
- Staff will follow up with primary care physician or public health department.
- Classroom families will be notified following district Communication guidelines.

Another staff member will cover the classroom for the remainder of the day.

# Safety Procedures & Drills

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

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

Fire drills will take place by grade level to decrease the number of student moving to location.

Students will exit the building and go to designated location maintaining social distancing.

Earthquake drills will take place in classrooms.

Tornado drills will take place by grade level to decrease the number of students in hallway at one time.

Intruder and lockdown drills will take place for entire building at one time. However, the escape drill will take place one grade level at a time.

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

During all drills, we will make every attempt to social distance a minimum of 3 feet.



# Visitors

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

Scheduled meetings will occur virtually until further notice.

# 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. Lusher Elementary has two sets of boys/girls restrooms. One set is located near the primary classrooms and the other near the intermediate classrooms. We will make every attempt to social distance a minimum of 3 feet.

Classes will be assigned one of two locations for their restroom breaks to again mitigate the risks for mixing classroom groups more than necessary. Students in PreK--2nd grade will use the primary hall bathrooms. Students in grades 3rd-5th will use the intermediate hall restrooms. This schedule will be shared with the staff so all classes follow the schedule daily. Only in emergencies will individuals be sent to restrooms.

# Handwashing Expectations

Students will wash their hands throughout the day.

The expectation will be for students to wash hands for 20 seconds as recommended by guidelines.

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

# Drinking Water

Currently, all drinking fountains and community ice makers are not to be used by students and staff. To ensure students stay hydrated throughout the school day, water bottles from home will be allowed in the classroom.

It is recommended that students utilize a water bottle with at least 24 oz of water. Child Nutrition Services will provide paper cups if a child does not have a water bottle at school.

# Social Distancing

# Classroom Expectations

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

We will make every attempt to social distance a minimum of 3 feet using desks or tables in each classroom.



# Hallway Expectations

At Lusher Elementary, students will walk single file in the hallway in the same order. Students will wear masks while in the hallways. We will make every attempt to social distance a minimum of 3 feet using stickers to mark each hallway for ease of transitions.

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

# Bus Expectations

Students will wear face masks as they wait for the bus and upon entering bus. If a student arrives to the bus without a mask, one will be provided before getting on the bus.

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

The assistant principal will unload buses once they arrive at school. Students will exit the bus a few students at a time.

At dismissal, the assistant principal will load students on the bus a few at a time. During the bus ride home, students will wear face masks.

# Face Masks

Per CDC recommendations and St. Louis County Guidelines, all staff and students at Lusher are required to wear face masks. The Hazelwood School District will follow these guidelines with the exception of eating. We will make every attempt to social distance a minimum of 3 feet.

If a student or staff arrives without a face mask, a disposable mask will be provided.

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# Social Emotional Well-being

# Social/Emotional Needs

During Hazelwood Distance Learning, our counselor and social worker will be in contact with families and students that needed additional support using resources identified by the Hazelwood School District's Student Services Department. Our counselor and social worker will also be in contact with classroom teachers upon the return of students that will need additional support once the hybrid model begins creating small groups and individual counseling.

Classroom teachers should prepare social/emotional lessons that were identified by our counselor and social worker during the first three weeks that we return to school. Time during RTI should include these lessons, as well as, PBIS lessons which cover mask wearing during the school day, social distancing in all areas of the building, and school rules and procedures which may be new to all students.

# Special Area Classes

# Special Area Instruction

Students will participate in special areas classes for 55 minutes daily.

Students will have PE twice a week.

Students will have art, music, and library every week.

Students will use their own school supplies for their special area classes or individual materials will be provided by Lusher.

# Library Use

Students will have library once a week. Students will have access to books digitally and paper copies for reading enjoyment.



Dear Lusher School Community,

Thank you for your patience and support as we begin the 2021-2022 school year. If we can assist you or answer any questions, please contact Lusher's office at 314-953-4600. Please stay healthy and safe!

Sincerely,

Julie Melton, Ed. D.  
Principal  
Lusher Elementary  
314-953-4601

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