

Sam E. Hill Primary School Re-Entry Plan

2020-21

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the page.

District Guidelines

- Maximize physical distancing between people
- Physical distancing is defined as 6 feet apart
- Minimize student mixing between home rooms
- Minimize student travel throughout the building
- Minimize large groups of students in one space
- All staff & students must have their temperatures checked upon entering the building
- No lunch visitors or classroom volunteers for at least the 1st nine weeks
- No off-campus field trips for at least the 1st nine weeks
- Parent decision regarding 'traditional' school OR virtual school (Note: must commit for a semester vs. day-to-day option)

Contributing Priorities

1. Students and staff are safe
2. Students feel secure and loved
3. Students are actively engaged and beginning to 'own' their learning
4. Programming is efficient & effective

We will begin the year slowly and re-introduce regular programming/procedures as soon as it is safe and prudent to do so.

This will be a collaborative effort between multiple stakeholders: our staff, our school district, our community, our children, our parents, and our families!

It is a big task, but we are formidable when we work TOGETHER!

School-wide Programming

- Arrival
- Hallway Transitions
- Breakfast
- Classroom Instruction
- Encore
- ESL
- Lunch
- Recess
- Intervention & PBIS
- Dismissal
- Technology & Next Steps

ARRIVAL

- Staff Arrival
- Students Arrival

- Doors open for Staff Arrival beginning at 5:30 am
 - Cafeteria Manager will check temperatures of Food Services and Custodial Personnel
 - Secretary/Bookkeeper will check the temperatures of Instructional Staff until 7:30 am
 - OR Staff can self-check before arrival and note temperature when signing in
 - School Nurse will check temperatures of all arriving staff from 7:30 am on

- Doors open for Student Arrival from 7:15 - 7:45 am via 2 entrances:
 - Rear Entry for Pre-K via one way traffic through Emerald to the covered stairway
 - Front Entry for Kindergarten/First Grade via one way traffic through SEHP to the Gym doors
- Each entrance is staffed as follows:
 - Rear Entry for Pre-K--School Officer; 1 EA curb-side; 1 EA at door; 1 EA in hall
 - Front Entry for Kindergarten/First Grade--Principal; 1 EA; 1 Support Staff (i.e., Instructional Coach/SW/Other)
- Temperatures will be checked; Pre-K EA will indicate on Class Sign-in who dropped child off
- Should a student have a temperature of 100 or higher, parents will park their vehicle, and the students' temperature will immediately and discreetly be retaken by the Nurse or Principal. We will proceed per KCS procedures and the Nurse's advisement.
- Students will enter building wearing their own masks. Masks from home must be labelled with their name and homeroom teacher's name. If a student does not have a mask, disinfected student masks will be provided in the Gym.

- Pre-K students will report directly to their homeroom
 - Parents will not be able to escort children to the classroom
- K/1 students will sit on 'color dots' as they arrive:
 - K/1 in the Gym (as supported by 2 EAs--1 at Gym Door; 1 at Hall Door)
- K/1 students will be gradually released to classrooms beginning at 7:25 am
- 7:45 am back entrance will close
 - Remaining students will enter through the Front Doors
 - Secretary/Bookkeeper/Nurse will process students/families arriving after 7:45 am
 - School Nurse will check temperatures
- 7:30-8:00 am Classroom morning routine begins: Breakfast, Attendance, Morning Meeting
- Note: Posted start of Instructional Day will be 7:45 am
 - Students will be marked 'tardy' if arriving after 8 am to allow for car line extension, re-check temperatures, and etc.
- Students will proceed to homeroom class and/or Encore pending arrival time

- Masks on at all times
- Distancing may be less than 6 feet--'color dots' approximately every 3 feet
- Should a classroom stop, students will 'find a dot' to stand on
- Classes may move both directions in the hallways to Encore, Lunch, Recess
- Students may travel independently throughout the building with masks on
- Student 'cubbies' will be the only furniture located in hallways to allow for maximum space
- Students will not drink directly from the fountain, parents may send a reusable water bottle from home, or students will use disposable Dixie cups to minimize contamination



CLASSROOM INSTRUCTION

- Movement, Grouping, & Supplies
 - Pre-K
 - Kindergarten/First Grade
- Classroom Arrangements

- Cafeteria staff will have breakfast prepared for each homeroom by 7:30 am
- Note: Pre-K could have the option of 2 classes eating with social distancing in the Cafeteria from 8-8:30 am every other week
- Students will remove and place their masks into their own case to eat and drink
 - Once finished eating, masks should be put back on

- Students will participate as a class in all ENCORE classes with masks and social distancing
- Additional time will be allocated before and after class for disinfecting any shared materials and classroom furniture

- Masks will be worn at all times inside the classroom: Large Group Instruction, Small Group Instruction, Partner Work, Independent Work, Peer Review/Feedback, 1:1 Conferencing
- Each student will have their own container to store their own instructional materials, and a case to store their own masks
 - Instructional materials include: pencils, erasers, crayons, scissors, glue, highlighter, workbooks, notebooks, etc.
- Student materials will be readily accessible from the their assigned desk/table
- Student backpacks will be kept outside the classroom in the hallway
- Students who are pulled for instruction outside the classroom will bring their own instructional materials case, mask case, and Chromebook with them
- Students will be clustered in groups and rotate for Center-time
 - Students will wash hands or use sanitizer before changing centers
- There will be clearly established routines for students to access other materials as needed
- Materials shared between students will be sanitized with a 24-hour wait period before re-use

- Masks will be worn at all times inside the classroom: Large Group Instruction, Small Group Instruction, Partner Work, Independent Work, Peer Review/Feedback, 1:1 Conferencing
- Each student will have their own container to store their own instructional materials, and a case to store their own masks
 - Instructional materials include: pencils, erasers, crayons, scissors, glue, highlighter, workbooks, notebooks, etc.
- Student materials will be readily accessible from the their assigned desk/table
- Student backpacks will be kept outside the classroom in the hallway
- Students who are pulled for instruction outside the classroom will bring their own instructional materials case, mask case, and Chromebook with them
- Materials shared between students will be sanitized with a 24-hour wait period before re-use
- Classroom library books will be 'checked out' for the day and follow the 24-hour rule

- Teachers will arrange classroom per the following with Admin final approval:
 - Classroom furniture/instructional materials will be limited to essential items to reduce the risk of contamination
 - Student chairs, desks, and/or tables will allow for at least 3-6 feet spacing
 - Items with porous surfaces (i.e., rugs, pillows) will be removed from the classroom and stored in a central location for later use
 - Essential items will be defined as furniture needed for classroom instruction and social/emotional/self-regulation supports
 - Extraneous furniture/instructional materials will be stored in a central location for later use

- Classroom Instructional guidelines will be followed as previously outlined regarding movement, materials, and supplies
- Students will wear masks and practice social distancing
- All instructional surfaces and any shared materials will be sanitized between each class visit
- In cases where masks and social distancing prevent an ELL student from understanding their teachers or classmates, the Department of Student Supports will provide alternative face coverings

- Masks will be worn indoors
- Pre-K and Kindergarten students have two restrooms located in their classroom
 - First Grade students utilize the restrooms at the end of the Red Hall
- All stalls and every other urinal will be available
- Students will wash hands as usual before returning to class
- For non-scheduled First Grade restroom breaks, non-Homeroom Staff will assist with monitoring via a portable desk in front of the Red Hall Bathrooms
- Restrooms will be sanitized regularly throughout the day as documented with posted and initialed sign-off sheets

- Two of each four grade level classes will rotate bi-weekly:
 - One week two classes will proceed through the lunch line and eat in their classrooms
 - One week two classes will proceed through the lunch line and eat in the Cafeteria
- EAs will supervise students in the Cafeteria and classroom lunch spaces to accommodate Teacher's Duty-Free Lunches
- Upon entry, students will proceed through line following/standing on 'color dots' to support social distancing
- Masks will be worn while going through the lunch line
- 2-3 students will sit at each Cafeteria table
- Masks will be stored in individual student mask cases
- Masks will be worn once student has finished eating
- To exit, students will line up on 'colored dots' to support social distancing
- Tables and eating spaces will be disinfected (as always) in preparation for the next group of students
- Note: Students may use the Restroom during Lunch following Restroom guidelines

- There will be four designated play areas (1 for each class):
 - Front climbing station & respective grassy area
 - Rear climbing station & respective grassy area
 - Swings & open field (classroom balls/hula hoops/bubbles?)
 - Sidewalk area (classroom basketballs, chalk), pebble pouring station
- Grade-level to draft weekly rotation plan
- Teachers will supervise own class area
- Students will not need to wear masks outdoors
 - Masks will be stored in individual mask cases
- Students will be encouraged to limit physical contact games (i.e., tag, defensive basketball)
- Students will need to sanitize hands upon re-entry to the school building

- Classroom Instructional guidelines will be followed as previously outlined regarding movement, materials, and supplies
- Students will wear masks and practice social distancing during instructional time
- All classroom surfaces will be sanitized before and after each class

DISMISSAL

- Pre-Kindergarten
- Kindergarten / First Grade

- Dismiss Pre-K from 1-1:20 pm at:
 - Rear of the building with 1 way traffic through Emerald & students in classrooms
 - Note: Parents would drive through and pick up with both options
 - Students will sit on dots to social distance
 - EAs would supervise respective class
 - Teachers will call student names
 - Students wearing masks provided by the school will remove their mask and put it in a crate to be disinfected at the end of the day
 - Student will proceed to door
 - Teachers will be responsible for escorting students to car and notating approved pick-up contact on Classroom Sign In/Out Sheet

- Prior to dismissal
 - SHADES, THRIVE, Emerald, Boys & Girls Club, and walkers will line up in separate areas
- At 3 pm the dismissal bell will ring
- Designated Teachers/Staff will call students to respective door(s)
- Students wearing masks provided by the school will remove their mask and put it in a crate to be disinfected at the end of the day
- Teachers will escort students to their car or their parent

Technology & Next Steps

- Leadership Team Meeting to review and revise ASAP / date TBD
- 216-day Contract Teachers return July 28
- 200-day Contract Teachers return August 3
- 'Bare Necessities Classroom Clean-out'
- July 28-August 14
- District Learning Day morning of August 4
- Tentative SEHP Round-Up Registration #2 August 6 from 9-11 am; 3-5 pm
- Tentative 1st Grade Meet the Teacher & Chromebook Deployment August 10-14
- 1st day for 1st Grade -- August 17
- Pre-K/K Staggered Enrollment -- Weeks of August 17 and August 24
- Pre-K/K Class Lists -- August 21
- 1st day for ALL SEHP (Pre-K/K/1) -- August 31