

## Face-to-Face School Plans

School: Forest Hills Elementary

Date Submitted: October 12, 2020

### Guidelines for all schools:

- 1) Wear a mask in school and on bus - face masks (if needed) are provided to students (Gaiter Style or neck masks, Masks with vents, Bandana style are not allowed)
- 2) Wash hands (hand sanitizer will be available in all classrooms and soap in restrooms)
- 3) Socially distance
- 4) Temperatures will be taken each morning and as needed
- 5) All students will behave by complying with the guidelines (1-4) and student code of conduct.
- 6) Breakfast and lunch will be provided in classrooms (bottled water will be provided to students throughout the school day)
- 7) Classroom doors will be kept open to increase ventilation, including the stairwells
- 8) No visitors outside the school division will be allowed during the school day
- 9) K-3 Face-to-Face students will bring their chromebooks back to school with them. The chromebooks will remain at school. Fourth and fifth grade students will bring their chromebooks with them to school each day, fully charged.

### 1. What is the new daily schedule for virtual and face-to-face?

Time	Teacher Instruction
8:00-8:15	Morning Meeting/Social Emotional Learning Activities/Make-up work/Individual Work
8:15-10:15	<b><u>Reading/Social Studies or Math/Science</u></b> (Whole Group/Small Group/Independent Work)
10:15-12:15	<b><u>Reading/Social Studies or Math/Science</u></b> (Whole Group/Small Group/Independent Work)
12:15-12:45	Lunch
12:45-1:15	<ul style="list-style-type: none"> <li>● Independent Work</li> <li>● Face to Face Intervention groups</li> <li>● Virtual --Recess</li> <li>● EL and SPED support</li> </ul>

	<ul style="list-style-type: none"> <li>● K-1 F2F Specials</li> </ul>
1:15-1:45	<ul style="list-style-type: none"> <li>● Independent Work</li> <li>● Face to Face and Virtual Intervention Groups</li> <li>● EL and SPED support</li> <li>● 2nd/3rd Specials</li> </ul>
1:45-2:15	<ul style="list-style-type: none"> <li>● Independent Work</li> <li>● Face to Face and Virtual Intervention Groups</li> <li>● EL and SPED support</li> <li>● 4th/5th Specials</li> </ul>
2:15-2:45	<ul style="list-style-type: none"> <li>● Read Aloud/Self-Selected Reading</li> <li>● Face to Face and Virtual Intervention Groups</li> <li>● EL and SPED support</li> </ul>

**2. How will arrival and dismissal of students be handled (bus, car riders, walkers)?**

Bus: Temperature Checks will be taken by a staff member as students exit the bus one student at a time. Students will form a socially distanced line in order of K-2 Students then 3-5 students and be escorted by two staff members to enter the building at the side door. One staff member will then escort K-2 students down the main hallway and another staff member will escort 3-5 students to the upper hallway. Students are dropped off at their classroom with the Classroom teacher.

Car Riders:: Temperature checks will be taken by a staff member at the car rider line before students exit the car. Two staff members will alternate in forming socially distanced groups of students to escort them into the building by way of the front door. Students will be monitored as they walk directly to the classroom

Walkers: Students will walk to form a socially distanced line at the front door to have a temperature check. Students will be monitored by staff members in the hallway as they walk directly to the classroom.

**3. Describe how classrooms will be arranged and the average number of students in each classroom.**

Kindergarten: divided into three classrooms to reduce numbers (average 11)

First Grade: one F2F classroom (16)

Second Grade: two F2F classrooms (average 15)

Third Grade: two F2F classrooms (average 13)

Fourth Grade: A-Day =10, B Day=10

Fifth Grade: A Day=10, B Day=10

Student desks will be spaced six feet apart. The teacher will be located in the front part of the classroom.

**4. Meals will continue to be served in the community. Face-to-face students will consume their meals in their classrooms with their teachers. How will this be accommodated?**

Meals will be delivered to individual classrooms for both breakfast and lunch by cafeteria staff. Custodians will provide each classroom with large trash bags to dispose of all waste. The classroom teacher will monitor lunch and students will observe no talking during lunch time. Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking.

**5. How will class changes/transitions be conducted?**

Classroom teachers will take the class in socially distanced lines for restroom breaks, outside masks breaks, and recess. All other activities will take place in the classroom Unless it is necessary to use the gym. For instructional purposes, teachers will change Rooms not students.

**6. How will students be monitored in the hallways?**

Bear Paw floor markings will space students out six feet and the classroom teacher will Lead students as they travel as a group through the hallway. If it is an emergency or necessary for an individual student to travel in the hallway a staff member will escort the student.

**7. What will be the guidelines for restroom use?**

Classroom teachers will schedule regular restroom breaks throughout the day. One classroom at a time will be allowed at the restroom with one or two students using the restroom at a time. Staff members will monitor hand washing and sanitizing of hands. Restrooms will be cleaned after each class has used the restroom. If an emergency, a student will be monitored as they move to and from the restroom.

**8. If staff do not have responsibility for teaching, what duties will they be assigned?**

- Staff members will be assigned to a classroom to provide tutoring;
- Staff members will assist with temperature checks;
- Staff members will escort and monitor students during arrival and dismissal;
- Staff members will monitor hallways and restrooms;
- Staff members will assist with transitions such as masks breaks and recess;

**9. Where is the wellness room located and how will it be monitored when occupied?**

The wellness room will be on the closed off stage in the auditorium. The School Nurse or counselor will monitor the area when students are present. Parents will be able to pick up students from this area by driving to the back parking lot and entering through the side door of the auditorium.

**10. How will emergency drills be conducted?**

**Fire Drills:** Perform as normal, but maintain social distancing, wear masks and hand-sanitation once you return to the class. Everyone will take their time and be safe.

**Lockdown Drills:** Teachers will verbally explain what to do in a real situation so students understand their responsibilities.. VERBAL INSTRUCTION ONLY

**Earthquake:** Students will perform the drill while maintaining social distancing.

**Tornado Drill:** Teachers will teach the process VERBALLY.

**11. How will singleton courses/exploratory be taught?**

Art, Music, Library, PE, counselor will provide thirty minute lessons for both F2F and Virtual classrooms on a rotating schedule.

**12. How will the staff teach student expectations to ensure safety, order, and an environment conducive to learning?**

- a. Teaching and modeling safety guidelines
- b. Addressing students' social and emotional needs
- c. Training and enforcing the school-wide expectations and Student CORE

Classroom teachers will reinforce the Positive Behavior Intervention Support (PBIS) practices by teaching lessons based on the school wide expectation matrix, modeling both examples and non-examples, and by continuing a morning meeting time for Social Emotional Learning. Also, there will be a daily review of academic, behavioral, and safety procedures and expectations.

**13. How do we handle a positive case in the school system?**

When a teacher or student is confirmed to have Covid-19, the Principal will notify the Pandemic Coordinator. Contact tracing will begin immediately to identify any exposures. The staff and parents of that school will be notified of a positive case. If a student has been exposed, the student's parents will be notified. If a staff member has been exposed, he/she will be notified.