



## Face-to-Face School Plans

**School:** Gibson Elementary School

**Date Submitted:** October 13, 2020

### **Guidelines for all schools:**

- 1) Wear a mask in school and on bus (face masks, if needed are provided to students)
  - The following type of face masks will not be allowed:
    - Gaiter style masks (neck masks)
    - Masks with vents
    - Bandana-style masks
- 2) Wash hands (hand sanitizer will be available in all classrooms and soap in restrooms)
- 3) Socially distance 6 ft apart
- 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
- 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?**

**Starting Monday, November 2, 2020**

<b>Time</b>	<b>Teacher Instruction</b>	<b>Student Activity</b>
8:50-9:20	Morning Meeting/Social Emotional Learning Activities/Make-up work/Individual Work	Caring School Community Lesson
9:20-10:00	<b>Direct Instruction</b> Kindergarten-Math/Science 1st Grade-Math/Science 2nd Grade-Reading/Writing/Social Studies 3rd Grade- Reading/Writing/ Social Studies 4th Grade-Reading/Writing/Social Studies 5thGrade-Math/Science/Reading/Writing/Social Studies	Introduction of new material and review
10:00-10:40	<ul style="list-style-type: none"> <li>● Independent Work</li> <li>● Face to Face Small Group Time</li> <li>● Virtual Small Group Time</li> <li>● EL and SPED support</li> </ul>	Individualized student support in reading and/or math  5th grade Specials
10:40-11:20	<b>Direct Instruction</b> Kindergarten-Reading/Writing/Social Studies 1st Grade-Reading/Writing/Social Studies 2nd Grade-Reading/Writing/Social Studies 3rd Grade- Math/Science 4th Grade- Math/Science 5thGrade-Math/Science/Reading/Writing/Social Studies	Introduction of new material and review
11:20-12:00	<ul style="list-style-type: none"> <li>● Independent Work</li> <li>● Face to Face Small Group Time</li> <li>● Virtual Small Group Time</li> <li>● EL and SPED support</li> </ul>	Individualized student support in reading and/or math  3rd Grade Specials
12:00-1:00	Lunch and Recess	For all Elementary Schools
1:00-1:40	<ul style="list-style-type: none"> <li>● Independent Work</li> <li>● Face to Face Small Group Time</li> <li>● Virtual Small Group Time</li> <li>● EL and SPED support</li> </ul>	Individualized student support in reading and/or math  4th Grade Specials

1:40-2:20	<ul style="list-style-type: none"> <li>• Independent Work</li> <li>• Face to Face Small Group Time</li> <li>• Virtual Small Group Time</li> <li>• EL and SPED support</li> </ul>	Individualized student support in reading and/or math  1st Grade Specials
2:20-3:00	<ul style="list-style-type: none"> <li>• Independent Work</li> <li>• Face to Face Small Group Time</li> <li>• Virtual Small Group Time</li> <li>• EL and SPED support</li> </ul>	Individualized student support in reading and/or math  Kindergarten Specials
3:00-3:40	<ul style="list-style-type: none"> <li>• Independent Work</li> <li>• Face to Face Small Group Time</li> <li>• Virtual Small Group Time</li> <li>• EL and SPED support</li> </ul>	Individualized student support in reading and/or math  2nd grade Specials
3:40-3:50	Dismiss/Small Group Work	Individualized student support in reading and/or math

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

### Arrival:

**Bus Riders:** The bus riders will be dismissed from the bus one student at a time. A staff member will be taking the temperatures of each child as they get off the bus.

**Car Riders:** The car riders will be released from the car once their temperature has been taken. The students will step outside of the car and have their temperature taken. We will ask parents not to leave until their child's temperature has been taken. They will enter the school through the cafeteria so as not to be mixed in with the bus riders.

**Supervision:** Virtual Teachers and IPs will be located throughout the building to make sure students are social distancing. We will not allow any students to use the restroom (unless it is an emergency) until all students have entered the building.

### Morning Supervision Schedule

Name	Duty/ Station
Scott Stone	Unload Buses /Temperature Checks Main Entrance (Outside)
Morris, Barksdale	Outside Cafeteria Door- Unload Cars/Temperature Checks
Eman/Marvin	Car Rider Line
Borges	Front Lobby/Quarantine Room Escort bus student(s) to the Quarantine Room

Murphy/Marsh/Smith/Holmes	Front Lobby
<b>Monitors (Virtual Teachers and Paraprofessionals)</b>	<b>Monitors (Virtual Teachers and Paraprofessionals)</b>
Pretlow/Hubbard/Akers/Arnold/Masi	Kindergarten Hall
Faulkner/Mason/Coleman/Triggs	First Grade Hall
Jeffries/Foisy/Boatwright/Fallen	Second Grade Hall
Sampson/Johnson/Sutzer	Third Grade Hall
Glass/Blake	Fourth Grade Hall
Messano/Schmidt	Fifth Grade
Alexander	Breezeway for Learning Cottages
Fitzgerald	Library Door
Ferguson	Cafeteria door (Fish Tank)

### Dismissal:

**Bus Riders:** The bus riders will be dismissed from the class once their bus arrives on campus. They will exit the school through the front door as not to be mixed in with the car riders. We will dismiss them by class based on bus numbers. For example, when bus 40 arrives at the school, we will dismiss all students that ride bus 40. Assigned staff members will be located in the hallways to make sure students are properly distanced. We will have staff members at the bus to assist as well. Assigned staff members will be located in the hallways to make sure students are properly distanced.

**Car Riders:** The car riders will be dismissed from the class once their parents arrive on campus starting at 3:50 (this may vary as we will see how long this may take). They will exit the school through the cafeteria. We will have staff members at the car rider line to assist with students. All parents will be asked to remain in the car.

**Supervision:** Virtual Teachers and IPs will be located throughout the building to make sure students are social distancing. We are in the process of creating an am and pm supervision schedule.

### Afternoon Supervision Schedule

Name	Duty/ Station
Scott Stone	<b>Load Buses</b> Main Exit (Outside)
Sampson/Eman/Marvin	<b>Car Rider Line</b>
Murphy/Smith/Holmes	Front Lobby
Borges	Front Lobby/ <b>Quarantine Room</b>
Akers/Arnold	<b>Car Riders Kindergarten</b>
Barksdale	<b>Middle of K/1 hall (copy machine)</b>
Ferguson	<b>Cafeteria door (fish tank)</b>
Borges	<b>Quarantine Room</b>
<b>Monitors (Virtual Teachers and Paraprofessionals)</b>	<b>Monitors (Virtual Teachers and Paraprofessionals)</b>
Pretlow/Morris/Hubbard/Masi	Kindergarten Hall
Faulkner/Mason/Coleman/Triggs	First Grade Hall
Jeffries/Foisy/Boatwright/Fallen	Second Grade Hall

Marsh/Johnson/Sutzer	Third Grade Hall
Glass/Blake	Fourth Grade Hall
Messano/Schmidt	Fifth Grade Hall
Fitzgerald	Library Door
Alexander	Breezeway for Learning Cottages

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

All items other than essential teaching materials, desks, and computers will be left in the classroom. Desks will be 6 feet apart. The teacher will be in the front of the room making sure that they are 6 feet apart from their students. All students will be lined up in the same order all day in case of the need of contact tracing.

**Average Number of Students in the classroom per grade level**

<b>Grade</b>	<b>Average Number Per Class</b>
<b>Kindergarten</b>	<b>10 per class</b>
<b>1st grade</b>	<b>9 per class</b>
<b>2nd grade</b>	<b>15 per class</b>
<b>3rd grade</b>	<b>10 in one class- 12 in the other 2</b>
<b>4th grade</b>	<b>8 students in Group A and Group B</b>
<b>5th grade</b>	<b>8-9 students in Group A and Group B</b>

**4. Meals will continue to be served in the community for the virtual students. Face-to-face students will be eating in their rooms with their teachers. How will this be accommodated?**

Teachers will collect the lunch and breakfast from the kiosk that will be coming to each classroom. Students will be asked to turn their desks(if needed) as not to be face to face with other students when consuming their breakfast and lunch. This will help our students as they will be able to remove their masks. Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking. Teachers will remain with students during the lunch period.

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

Teachers, custodians and administrators will monitor students during any transitions. Only one teacher will be able to transition at a time if the class shares the same hallway. Students will walk in a line 6 ft apart.

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

Teachers, custodians and administrators will monitor students during any transitions. Only one teacher will be able to transition at a time if the class shares the same hallway. Students will be reminded that they need to walk in a line 6 ft apart.

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

All students will need to sign in and out of the classroom when using the restroom. Teachers will document the time as well. All documents will be saved.

**Hallway Bathrooms:** Bathroom Schedules will be developed to avoid multiple classes using the bathrooms at one time. 2nd grade will use the bathroom on their hallway. 3rd and 5th graders will use the bathroom in their hallway. 4th grade will use the bathroom. Hallway Bathrooms will be cleaned throughout the day, A schedule will be provided and shared with the staff.

**Classroom Bathrooms:** Classroom Bathrooms will be cleaned throughout the day. A schedule will be provided and shared with the staff.

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

- Work with small groups (synchronous learning)
- Participate in grade level meetings to discuss students served in the small groups
- Academic support for teachers-assist in preparation for the next day of learning
- Make anchor charts, copies, packets as needed
- Wednesdays - serve in all grade levels to support teachers K-5
- Assist in the Main Office (school wide mailings, etc)
- Monitoring hallways throughout the day

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

We will use one of our 3rd grade classrooms-the room closest to the entrance of the building. An Instructional Paraprofessional will monitor the student until the parent arrives.

## **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(Verbally Instructions only)

**Earthquake:** Students will perform the drill while maintaining social distancing(Verbally Instructions only).

**Tornado Drill:** Teachers will teach the process(Verbally Instructions only)

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

5th Grade Activity			PE	ART	MEDIA	MUSIC
A/B	10:00-10:40	Monday	Thornton	Tucker		ALL VIRTUAL
		Tuesday	ALL VIRTUAL	Thornton	Tucker	
		Thursday		ALL VIRTUAL	Thornton	Tucker
		Friday	Tucker		ALL VIRTUAL	Thornton
3rd Grade Activity			PE	ART	MEDIA	MUSIC
	11:20-12:00	Monday	Clark	ALL VIRTUAL	Leigh	Smith
		Tuesday	Smith	Clark	ALL VIRTUAL	Leigh
		Thursday	Leigh	Smith	Clark	ALL VIRTUAL
		Friday	ALL VIRTUAL	Leigh	Smith	Clark
4th Grade Activity			PE	ART	MEDIA	MUSIC
A/B	1:00-1:40	Monday		ALL VIRTUAL	Carlsen	Carolus
		Tuesday	Carolus		ALL VIRTUAL	Carlsen
		Thursday	Carlsen	Carolus		ALL VIRTUAL
		Friday	ALL VIRTUAL	Carlsen	Carolus	
First Grade Activity			PE	ART	MEDIA	MUSIC
	1:40-2:20	Monday	Katerberg	Mills	ALL VIRTUAL	King
		Tuesday	King	Katerberg	Mills	ALL VIRTUAL
		Thursday	ALL VIRTUAL	King	Katerberg	Mills
		Friday	Mills	ALL VIRTUAL	King	Katerberg
Kindergarten Activity			PE	ART	MEDIA	MUSIC
	2:20-3:00	Monday	ALL VIRTUAL	Whittaker /Bethal split	Adams/Bethal split	Laughorn/Bethal split

		Tuesday	Laughorn/Bethel split	ALL VIRTUAL	Whittaker/Bethel split	Adams/Bethel split
		Thursday	Adams/Bethel split	Laughorn/Bethel split	ALL VIRTUAL	Whittaker/Bethel split
		Friday	Whittaker/Bethel split	Adams/Bethel split	Laughorn/Bethel split	ALL VIRTUAL
Second Grade Activity	3:00-3:40		PE	ART	MEDIA	MUSIC
		Monday	ALL VIRTUAL	Brumfield	Daniel	Stanfield
		Tuesday	Stanfield	ALL VIRTUAL	Brumfield	Daniel
		Thursday	Daniel	Stanfield	ALL VIRTUAL	Brumfield
		Friday	Brumfield	Daniel	Stanfield	ALL VIRTUAL

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

- i. Modeling- Teachers will demonstrate how the students should enter the classroom, walk in halls, use restrooms and complete other daily tasks by modeling correct behaviors for the students. Videos will be made by teams to show students and parents how to enter the classroom, walk in hallways, and restrooms. These videos will be placed on Canvas and ClassDojo for families to watch prior to school reopening.
- ii. Conversations- Teachers will have conversations with parents in regards to reopening of the school and safety guidelines that they will conduct in the classroom. .
- b. Addressing students' social and emotional needs
  - i. Our guidance counselor- School counselor will teach lessons that focus on getting along with others and how to handle different feelings. The school counselor will also be available to meet with students individually to discuss any individual concerns that may impact their ability to transition to face to face learning.
  - ii. Teachers will let the counselor know- Teachers email Ferguson if any social or emotional needs may arise, so that she can handle them on an individual basis.
  - iii. Counselling sessions will continue for both virtual and face-to-face
  - iv. Morning meetings will be held in face to face and virtual classrooms daily.
- c. Training and enforcing the school-wide expectations and Student CORE
  - i. PBIS- A spreadsheet will be created and teachers will be able to document when they have taught each expectation lesson to students when returning face to face. Class Dojo will be used to praise positive



- ii. behavior and discourage negative behaviors. PBIS will hold incentives to encourage students to follow school-wide expectations.
- iii. Staff meetings about discipline procedures for face-to-face and virtual- Dr. Jones will meet with teachers during scheduled staff meeting times to discuss the correct procedures for handling discipline issues that may occur during both face to face and virtual learning.

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

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.