

Face-to-Face School Plans

School: PARK AVENUE

Date Submitted: 10/12/2020

Guidelines for all schools:

- 1) Wear a mask in school and on bus (face masks (if needed) are provided to students
 - The following masks are prohibited:
 - 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
- 4) Temperatures will be taken each morning and as needed (Responsibilities for staff)
- 5) All students will be expected to comply with the guidelines as listed in numbers 1 through 4 and with the 2020-2021 DPS Student CORE (Code of Responsibilities and Expectations).
- 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 chromebook 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? The schedule is the same. The virtual students will log off after they receive their small group instruction and then log back on for Core Subjects 2 and 3.**

**Park Avenue
Face-to-Face/Virtual Schedule
2020-2021**



Staff Hours 7:30 AM - 3:00 PM
Instructional Day 7:45 AM - 2:45 PM

Time	Teacher Instruction	Student Activity
7:45-8:00	Breakfast/Morning Work	
8:00-8:25	Morning Meeting/Social Emotional Learning	Caring School Community

	Activities	Lesson
8:25-9:00 (Teacher scheduled Recess/ Mask Break)	Direct Instruction Kindergarten-Math 1st Grade-Math 2nd Grade-Reading 3rd Grade- Reading/Writing 4th Grade-Reading/Writing 5th Grade-Math	Introduction of new material and review
9:00-10:00 (Teacher scheduled Recess/ Mask Break)	Independent Work Face to Face Small Group Time Virtual Small Group Time EL and SPED support **Literacy Lab(5) Assessment Time as needed	9:30-10:00 Kindergarten Specials
10:00-10:25	Direct Instruction Kindergarten-Reading/Writing 1st Grade-Reading/Writing 2nd Grade-Reading/Writing 3rd Grade- Math 4th Grade- Math 5th Grade	Introduction of new material and review
10:25-11:30 11:00-11:30 Lunch	<input type="checkbox"/> Independent Work <input type="checkbox"/> Face to Face Small Group Time <input type="checkbox"/> Virtual Small Group Time <input type="checkbox"/> EL and SPED support <input type="checkbox"/> **Literacy Lab(5) <input type="checkbox"/> Assessment Time as needed	10:30-11:00 1st Grade Specials
11:30-12:00 (Recess)	Direct Instruction Social Studies/Science	Introduction of new material and review
12:00-12:30 (Teacher scheduled Recess/ Mask Break)	Independent Work Face to Face Small Group Time Virtual Small Group Time EL and SPED support **Literacy Lab(5) Assessment Time as needed	12:00-12:30 2nd Grade Specials
12:30-1:00 (Teacher scheduled Recess/ Mask Break)	<input type="checkbox"/> Independent Work <input type="checkbox"/> Face to Face Small Group Time <input type="checkbox"/> Virtual Small Group Time <input type="checkbox"/> EL and SPED support <input type="checkbox"/> **Literacy Lab(5) <input type="checkbox"/> Assessment Time	12:35-12:55 3rd Grade Specials 1:00-1:30 4th Grade Specials
1:00 - 2:00	Intervention/RTI/Literacy Lab (5)	Individualized student support

(Teacher scheduled Recess/ Mask Break)	Enrichment K-3 Interventionists Groups LLI, Short Reads Writing Portfolio (Conferencing) STEAM	in reading and/or math. 1:40-2:10 5th Grade Specials
2:00-2:45 Pack Up Dismissal	Intervention/RTI/Literacy Lab (5) Enrichment K-3 Interventionists Groups LLI, Short Reads Writing Portfolio (Conferencing) STEAM Recess	Individualized student support in reading and/or math

Specials Schedule

	ART	MUSIC	LIBRARY	PE
MONDAY	A	B	C	D
TUESDAY	B	C	D	A
THURSDAY	C	D	A	B
FRIDAY	D	A	B	C

Guidance will be scheduled with the classroom teacher based on the needs of each request. The School Counselor will schedule conferences with students who are referred.. The School Counselor will schedule a session with classes on a rotating basis.

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

Arrival:

Bus Riders will be dismissed from the bus one seat at a time. A staff member will take the temperature of each child as they get off the bus. Teachers will assist in the hallways in the morning to make sure students are practicing social distancing. (K-2 enter the doors by guidance, 3-5 will enter the main doors. 3rd Grade will cross the breezeway to their hall.)

Car Riders will be released from the car once their temperature has been taken. They will enter in by the gym.

Van Riders: Students will have their temperature taken when exiting the van. They will enter the door assigned to their grade level to walk to class.

Walkers will have their temperature taken at the assigned table. They will enter the building by the assigned door for their grade level.

Dismissal:

Bus Riders will remain in the classroom until their bus is called by grade level. Specialist Teachers will assist in the hallway to ensure social distancing. (They will be assigned classrooms)

Car Riders will have a staggered dismissal time fifteen minutes before buses are called escorted by an adult. Students will sit on the dots on the floor in the gym until the parent arrives.

Van Riders will be dismissed with walkers escorted by an adult to the cafeteria. They will sit on dots marked for 6ft distancing on the floor until the van arrives.

Walkers will be dismissed with van riders escorted by an adult to the main entrance and up the sidewalk.

Note: Virtual Teachers and Instructional Paraprofessionals will be located throughout the building and escorting students to make sure students are social distancing.

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

Classrooms will have desks spaced 6ft. apart from each other. Furniture and computers will be removed from the classroom to prepare more space for students. Fourth and fifth grade students will have assigned desks for A Day/B Day.

Grade Level	Average Number Per Class
ALL	14-16

All desks will face the front of the classroom. All students will be lined up in the same order daily.

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?

The cafeteria staff will deliver meals to the classrooms on carts.

Breakfast 7:45

Lunch 11:00

(Dinner TBD)

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 the students during meal times.

5. How will class changes/transitions be conducted?

Markings will be placed on the floor in the hallways to direct students and ensure 6ft distancing. All teachers will stand at the door to monitor students.

6. How will students be monitored in the hallways?

Teachers, custodians, Instructional Paraprofessionals, and administrators will monitor students during transitions. Fourth and fifth grade teachers will switch classes to teach their content area.

7. What will be the guidelines for restroom use?

Kindergarten and First Grade classrooms have bathrooms in the class. They will be cleaned frequently. A schedule will be made for the custodians and a timesheet will be posted.

A schedule will be made for the bathrooms in the hallway and social distancing signs will be placed above the sinks and urinals. Students will use the stalls according to their line order. Custodians will clean the bathrooms on a time schedule.

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
- Assist Face-to-Face Teachers with next day preparations
- Monitor Hallways
- Assist with breakfast and lunch

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

In the cafeteria behind dividers.. Paraprofessionals will monitor the student(s) 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.. 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?

Classes will have Art and Music in the classroom. PE is scheduled to take place in the gym and outdoors weather permitting. Library will meet in the classroom for two weeks after the students return to discuss and practice procedures once they return to the media center.

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

The first two weeks teachers, staff, and administration will teach expectations using PBIS videos and common language daily. The videos will be posted prior to the return to school as well.

Park Avenue Elementary is a Caring School Community. It is a program that focuses on social and emotional learning (SEL) and discipline. It is designed to help students become caring, responsible, and to become skilled citizens. Teachers will use the curriculum to accomplish these goals on the classroom level through daily Morning Meetings and home sharing activities, At the school level through school wide community building activities and the PBIS Team.

Guidance lessons will take place with individual students and as a classroom rotation to meet the needs of students and classrooms. The counselor will implement the Ripple Effects Curriculum.

13. How do we handle a positive case?

Staff and students who have a fever will return home. If a parent or staff member contacts the school regarding a positive COVID case, the Pandemic Coordinator will be notified by the principal and contact tracing will begin to identify any exposures. Teachers, staff, and parents will be notified of a positive case. All persons that have been exposed will also be notified individually.

Teacher Acknowledgement of Face-to-Face Plan Planning Participation

Name of School _____ Date:

Name

Signature

Signatures are on file in the office.