

Face-to-Face School Plans

School: Schoolfield ES

Date Submitted: October 9, 2020

Guidelines for all schools:

1) Wear a face mask in school and on the bus. If needed, face masks will be provided to students. ****The following face coverings/masks are NOT allowed:****

- Gaiter style masks



- Masks with vents



- Bandana style masks



- 2) Wash your hands. Hand sanitizer will be available in all classrooms and soap will be in restrooms.
- 3) Students will practice social distancing.
- 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 the students' 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-5 Face-to-Face students will return their chromebooks; the chromebooks will remain at school.

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

- [Daily Schedule](#)

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 temperature of each child as he/she gets off the bus. They will enter the school at the door near the aquarium. Students will walk in a line 6 ft apart.

Car Riders: The car riders will be released from the car once their temperature has been taken. They will enter the school through the front entrance so they will not interact with the bus riders and walk in a line 6 ft apart.

Supervision: Virtual Teachers and Instructional Paraprofessionals 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.

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 door near the aquarium so they will not interact with the car riders. During dismissal students will walk 6 feet apart.

Car Riders: The car riders will practice social distancing while standing in line outside of the school while waiting for their parents. They will exit the school through the front entrance so they will not interact with the bus riders. During dismissal students will walk 6 feet apart.

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

The office will use the intercom to call bus riders for classroom dismissal. The children will maintain social distance in their own seat and have their personal belongings (coat, backpack, etc).

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.

4. Indicate the average number of students in the classroom per grade level.

Grade	Average Number Per Class
Kindergarten	13 per class
1st grade	13 per class
2nd grade	14 per class
3rd grade	16 per class
4th grade	9 students in Group A and Group B
5th grade	9 students in Group A and Group B

5. Meals will continue to be served in the community. Face-to-face students will be eating in their classrooms with their teachers. How will this be accommodated?

The cafeteria staff will deliver breakfast and lunch to each pod. Teachers will supervise the students during lunch. Students will not talk while eating breakfast or lunch. Once students have finished eating, masks will be placed back on before talking.

6. 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. In grades 4 and 5, teachers will transition to switch classes for the second core. During transitions students will walk 6 feet apart.

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.

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. Bathrooms will be cleaned every hour by members of the custodial staff. Only one student will be allowed to be in the restroom at all times.

Hallway Bathrooms: Bathroom schedules will be developed to avoid multiple classes using the bathrooms at the same time.

Classroom Bathrooms:

- Classroom bathrooms for grade one will not be used except for an emergency. If a classroom bathroom in grade one is used, the custodial staff will be notified to clean the bathroom.
- Since there are no hallway bathrooms in the kindergarten hall, kindergarten students will use their classroom bathrooms. The kindergarten classroom bathrooms will be cleaned every thirty minutes by a member of the custodial 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
- Sanitize work areas
- Assist in the Main Office (school wide mailings, etc)
- Monitor hallways

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

We will use the classroom located near the nurse's office and exit door. The nurse will monitor the wellness room. When students need the nurse to administer medication and address other medical needs, an instructional paraprofessional will monitor the wellness room.

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.

Lockdown Drills: Go into lockdown and during that period of time the teacher should verbally explain what to do in a real situation.

Earthquake: Have students perform while maintaining social distancing.

Tornado Drill: Teachers will teach the process VERBALLY. We cannot have all the students in the hallways, unless your student count and space permits this safely.

11. How will singleton (teachers who are providing both face-to-face and virtual instruction) courses/exploratory be taught?

“Specials” teachers (physical education, library, music, and art) have separate class times for virtual and face-to face times. Special education teachers will utilize their instructional paraprofessional to conduct small group review and/or practice during the times the special education teacher is providing separate direct instruction to the virtual and face-to-face students.

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

- a. Teaching and modeling CDC safety guidelines
- b. Addressing students’ social and emotional needs with the guidance counselor
- c. Training and enforcing the school-wide expectations and Student CORE
- d. Implement a virtual and face-to-face PBIS matrix

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.