

Face-to-Face School Plans

School: Woodberry Hills Elementary **Date Submitted:** October 13, 2020

Guidelines for all schools:

- 1) Wear a mask in school and on the bus (face masks (if needed) are provided to students. The following types 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
- 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.

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

7:45AM - 2:45PM

Time	Teacher Instruction	Student Activity	Special Teachers/Guidance
7:45-8:00	Breakfast Morning Meeting/Social Emotional Learning Activities	Morning activity	
8:00-8:45	<u>Whole Group Instruction (Reading)</u> Kindergarten-Math 1st Grade-Math 2nd Grade-Reading/Writing/ELA 3rd Grade- Reading/Writing/ELA	Introduction of new material and review	Lesson videos and preparations to post in canvas for each grade level.
8:45-9:45	Independent Work Face to Face Small Group Time Virtual Small Group Time EL and SPED support		Push In

	Assessment Time as needed		
9:50-10:30	<u>Whole Group Instruction (Math)</u> Kindergarten-Reading/Writing/ELA 1st Grade-Reading/Writing/ELA 2nd Grade-Math 3rd Grade- Math	Introduction of new material and review	Lesson videos and preparations to post in canvas for each grade level.
10:30-11:30	<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"/> Assessment Time as needed		Push In
11:30-12:00	<u>Whole Group Instruction (Science/Social Studies)</u> <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"/> Assessment Time as needed	2nd Grade Specials	<u>Lunch</u> Special Teachers & Support Staff
12:00-1:00	Lunch & Recess	Recess & Lunch	<ul style="list-style-type: none"> Special Teachers & Support Staff will cover Lunch and Recess for Face-2-Face classes
1:00-2:45	Specials Intervention/Enrichment (I/E) Small Group Instruction	<ul style="list-style-type: none"> Virtual students log into Canvas Google Meet. Face to Face will have sessions in class. Follow Specials schedule. Follow the Weekly Guidance Schedule. Video in Canvas. 	<u>Specials</u> <i>(See Canvas page for assigned specials teacher)</i> 1:00-1:25 Kindergarten 1:25-1:50 First Grade 1:50-2:15 Second Grade 2:15-2:40 Third Grade

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

Bus riders (Arrival): Students will be dismissed from the bus one student at a time with a staff member checking temperature as they exit the bus. Students will be dismissed by seat. Students will enter using the door adjacent to the bus parking lot. Staff will be stationed throughout these areas to monitor students. Hallways will be marked to indicate 6 feet apart.

Car Riders (Arrival): Car Riders will have their temperatures checked inside the car. Students will enter through the main entrance doorway. Staff will be stationed throughout the building to monitor students and ensure that masks are worn and social distancing is practiced.

Bus Riders (Dismissal): Bus riders will be dismissed from their class once their bus arrives on campus. They will exit the school through the doors adjacent to the bus drop off parking lot which they also use for arrival.

The office will announce each bus so only one bus is loaded at a time. Supervision will be posted on each hallway.

Car riders (Dismissal): Students will be socially distanced in the cafeteria and outdoor breezeway. Staff will be positioned to monitor students and their names will be announced as their ride arrives.

Walkers will be walked to their designated location and released to a parent/guardian.

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

Student desks will be 6 feet apart and excess furniture will be removed.

Grade	Average Number of Students Per Class
Kindergarten	14
First	13
Second	13
Third	12

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

Breakfast and lunch will be delivered to the classrooms. Teachers may take their students outside during lunch. 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?

Specialty teachers will report to the homeroom classes to deliver instruction and Physical Education will be held in the gymnasium.

6. How will students be monitored in the hallways?

Support Staff will monitor students in the hallways and teachers will escort their students following CDC (Centers For Disease Control And Prevention) guidelines.

7. What will be the guidelines for restroom use?

A maximum of 4 students will be allowed to enter the restroom per visit and janitors will clean the restrooms regularly. Students will need to wash their hands in the restroom and use hand sanitizer once they return to the classroom to make sure their hands are clean.

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

Support staff will perform temperature checks, contact parents, monitor isolation rooms and escort students to classrooms.

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

Students who may be will report to the cafeteria and will be closely monitored by support staff until parents or guardians arrive to take them home.

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 will understand their responsibilities.

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?

Singleton teachers will report to the homeroom classrooms to deliver instruction and students will be able to participate in online modules and face-to-face sessions based on their current enrollment status.

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

We will use our PBIS matrix to implement these guidelines. This will be addressed daily. The PBIS team will meet to add or revise the 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.