

## Miller Elementary School Re-entry Plan 2020-2021

### Social Distancing Measures

Miller will reopen under the guidelines and recommendations from the Center for Disease Control (CDC), the Indiana Department of Education (IDOE), Tippecanoe County Health Department (TCHD), and LSC district guidelines. Students, staff, and families will experience new preventative and mitigating measures. These new measures are being initiated for the health and safety of every person entering our building.

Families will be given two options for LSC instruction. Option one is In Person instruction. In Person option will have students attending their assigned school for traditional instruction. The In Person option will be implemented in two phases.

**Phase I-** Students will have in building instruction four days a week (Monday, Tuesday, Thursday, Friday). One day (Wednesday) will be an eLearning instructional day. On this eLearning day, teachers will report to school to conduct eLearning from their classrooms. Phase I dates – school begins Thursday, August 20<sup>th</sup>. E Learning Wednesdays are August 26<sup>th</sup> and September 2<sup>nd</sup>.

**Phase II-** Tuesday, September 8<sup>th</sup> begins full day instruction through Friday in our building. This is a four-day week due to the holiday, Labor Day, Monday, September 7<sup>th</sup>. Beginning, September 14, classes will meet in person five days a week, Monday-Friday.

The second option is an eLearning option. This eLearning option is being developed by the district. Students will be responsible to do all learning and assignments on line, from home, no in person contact at school. Same standards, grading system, and attendance requirements as in person students.

### Preventative Measures

The purpose of the phased in approach is to provide quality instruction and allow for deep cleaning on Wednesdays and weekends. TCHD has provided a checklist for families, students, and staff to educate everyone about their personal responsibilities before entering school, while at school, and after leaving school. All school staff is required to complete training on Covid-19 and follow expected safety guidelines. **NO ONE SHOULD ENTER SCHOOL IF HE/SHE IS NOT FEELING WELL, HAS A FEVER, OR HAS BEEN IN CONTACT WITH ANYONE WHO IS ILL.** If at any time someone within the school setting tests positive for the Covid 19, we will follow the LSC and TCHD guidance to determine mitigation procedures.

- Signs will be posted around the building to remind everyone of proper social distancing measures.
- Signs will be posted on the door limiting visitors from entering the buildings. Parents and visitors are discouraged from entering the building.
- For early dismissal, parents will call the office or ring the bell and the student will be walked out to the parking lot by an adult.
- A room (formally known as the Title 1 office) will be used as a holding room for students or staff exhibiting symptoms, until the child or staff member has been picked up from school.
- Students and staff will be required to have a mask on person at all times.
- Students and staff are required to wear masks in many situations such as (but not limited to) when moving in hallways, at the restrooms, in music class, in the library, and in art class.

### **Morning Arrival**

- 7:45am – Doors open and students arrive.
- Early arrivals from cars and walking students will report to the gym where they will sit spaced out for social distancing.
- Title 1 staff and any additional support staff will monitor the gym, hallways/classrooms beginning at 7:45
- Students will begin to transition to classrooms with supervision at 8:08 (kindergarten first, followed by 1<sup>st</sup> grade, and so on).
- 8:10am – Teachers invite students into the classroom for breakfast and organizing for class.
- Bus arrival: Bus drivers will keep the kids on the bus until 8:10am. This way, once they unload, they can go directly to the classroom. Buses will be unloaded one at a time. Support staff will help students walk in single file lines to classrooms.
- Entering the building: Doors will be propped open so no one has to touch the door handles.

### **Bus Transportation**

Our transportation staff (drivers and aides) will work diligently to implement safe practices during this Covid 19 era.

- Busses will be sanitized after each bus route (morning and afternoon).
- Masks will be worn by students.
- Seating charts will be utilized.
- If the bus driver suspects Covid 19 symptoms he/she will refer that child to the school nurse immediately.

## Classrooms

All students will stay with their homeroom teachers for the entire day of instruction including:

- All desks will be spaced as best as space will allow and facing the same direction in each classroom.
- If classrooms have tables, do your best to have students facing the same direction and be socially distanced.
- In order to appropriately social distance within the classroom setting, teachers will need to remove unnecessary items (ie- furniture, shelves, reading corner type materials, or anything that takes up floor space) in order to free up as much space as possible.
- All students and staff must have a mask.
- All staff will wear a mask throughout the instructional day.
- All 3<sup>rd</sup>-4<sup>th</sup> grade students will wear a mask throughout the instructional day.
- Kindergarten -2<sup>nd</sup> grade students will wear a mask when teachers or staff directs them to do so.
- Each student will be given a plastic tub or pencil pouch for their own individual supply storage in order to aide with classroom space. These tubs or pouches may be stored on shelves in closets, or in student binders or desks if applicable.
- There will be no shared materials within a classroom, unless proper sanitization methods are followed between student use.
- It will be up to each teacher to determine how to utilize coat closets without groups of students congregating closely for arrival and dismissal.
- Carpet time with a mask if students cannot be properly socially distanced.
- As much as possible, resource room students will stay in their assigned general education homerooms with a push in model and/or co-teaching preferred. Staffing room assignments will be intentional and limited. Each special education student's IEP will need to be reviewed as to how to best follow the IEP mandates.
- Intentional homeroom assignments will be made in order for the speech therapist to pull small homeroom groups at a time. She will practice social distancing and proper sanitization practices in her classroom when working with students.
- Title I, STAR, Math Success- will be done within the homerooms using a push in model. Staffing room assignments will be intentional and limited.
- Small group instruction will need to be maintained with no more than 5 students at a time. Masks are encouraged during that time. The table and materials will need to be sanitized in between student use.
- Field trips can be done virtually, but per district guidance no off campus field trips are permitted until further notice.
- Per district guidance, no birthday treats allowed this year until further notice. A pencil will be provided from the office for each student on their birthday.
- All students will be taking iPads home daily beginning the second week of school so that we are better prepared in case of an emergency closing.

## **Specials**

- We will follow the specials schedule. Students are expected to wear their mask to and from specials.
- Masks required in music, art, and library classes.
- Library books will be returned to tubs labeled by the day of the week. These tubs will be located in the Makerspace area. As teachers bring their class to library, they will drop off books in the appropriate day of the week tub then follow library directions. The books will sit in the tubs for at least 24 hours before being checked in and re-shelved.
- Maker Space will be closed until further notice.
- Robots and Microscopes may be checked out for classroom use.

## **Restroom**

- Students and staff are required to wear masks at restrooms.
- Teachers will create a restroom schedule allowing staggered use of the restrooms for proper social distancing.
- Kindergarten room 101, 102, 103 should plan to use classroom restrooms as much as possible through the day however a morning and afternoon time for each class should be scheduled in the large shared restroom in the K wing.
- K, 1<sup>st</sup> grade and room 108 should plan to use the large restrooms in the K wing. Schedule one morning and one afternoon time to send your class through the restroom and wash hands (one class at a time).
- Rooms 111 and 114 please plan to use and schedule for the restrooms across from the resource room and library. Schedule a morning and an afternoon time.
- Room 110 as well as 3<sup>rd</sup> and 4<sup>th</sup> grade please plan to use and schedule for the restrooms across from the cafeteria. Schedule a morning and an afternoon time.
- If students need to use the restroom during a time your class is not scheduled, please make sure the student wears a mask and is instructed to wash hands.
- Avoid sending students during other classes' scheduled times.
- Additional hand washing opportunities will need to be provided within the classroom.
- LSC is planning to provide hand sanitizer for each classroom and stations throughout the building.

## **Recess**

- Students will have a 20-minute recess each day supervised by the lunch and recess monitors.
- Each class will have an assigned area for recess.
- Classes will be called by song to a gathering location.

- ID cards will be distributed to students and they will be dismissed from the playground to the cafeteria. This should help with social distancing.
- 3<sup>rd</sup> graders will get ID cards in their classroom before going to the cafeteria.
- Each classroom will have their own recess equipment depending on what station they are assigned that day.
- All students will sanitize their hands before eating lunch.

## Cafeteria

- K-2<sup>nd</sup> Students will be spaced out in the cafeteria for lunch one grade level at time.
- 3<sup>rd</sup>-4<sup>th</sup> grade students will pick up their lunches and eat in their classroom.
- K-2 Teachers will need to pick up their class from the cafeteria tables at staggered times. Teachers must be prompt!
- There will only be two options served for lunch; the hot option or fun lunch.
- All food will be in portioned cups. There will be no self-serve.
- Students will use a spork pack already pre-packaged.
- No condiment pumps. All condiments will be in packets.
- Masks will be worn by Chartwells staff, lunch monitors, and custodial staff while in the cafeteria.
- Social distancing decals will be provided by Chartwells for serving line.

Grade	Recess	Lunch
4th	10:45-11:05	11:05-11:25 in classroom
1 <sup>st</sup>	11:15-11:35	11:35-11:55 in cafeteria
Kindergarten	11:45-12:05	12:05- 12:25 in cafeteria
2 <sup>nd</sup>	12:15-12:35	12:35-12:55
3 <sup>rd</sup>	12:25-12:45 eat in classroom	12:45-1:05 recess

*Please spread the word that we are looking for people and if you hear of interest they should apply on LSC site and send me their names. About 2.5 hours each school day for \$11.50 per hour. Candidates should enjoy working and playing with children. 😊*

*7 Lunch/recess paras requested to clock in 10:40-1:10. These staff members will help transition, clean cafeteria tables, classroom desks & tables and playground items.*

*10:45- 11:05 4<sup>th</sup> grade recess, 11:05- 11:25 pick up lunch and return to classrooms (3 paras, group A, to cover classroom supervision and help with classroom clean up/wipe down desks and roll trash to central location for custodians). One custodian to follow up for floor clean ups or extra clean up needed.*

*2 custodians to playground to wipe down railings of play structures 11:05-11:15.*

*11:15-11:35 1<sup>st</sup> graders to recess (4 paras, group B monitor), 11:35-11:55 lunch in the cafeteria (paras help wipe down tables). Custodian assist paras and gather trash in cafeteria before next group.*

*2 custodians to playground to wipe down railings of play structures 11:35-11:45.*

*11:45-12:05 Kindergarten recess (Group A paras), 12:05-12:25 lunch in cafeteria. Paras help wipe tables after lunch. Custodians clean cafeteria (paras go to 3<sup>rd</sup> grade).*

*2 custodians to playground to wipe down railings of play structures 12:05-12:15.*

*12:15-12:35 2<sup>nd</sup> grade recess (Group B paras), 12:35-12:55 lunch in cafeteria. Custodian assist paras and gather trash in cafeteria before next group.*

*2 custodians to playground to wipe down railings of play structures 12:35-12:45*

*12:25-12:45 3<sup>rd</sup> grade lunch in classrooms Group A paras to 3<sup>rd</sup> grade classrooms at 12:30 (instructional paras help transition 3<sup>rd</sup> graders to cafeteria to pick up lunches and return to classrooms 12:25-12:30), 12:45-1:05 3<sup>rd</sup> grade recess, Group A paras. 2 custodians go to 3<sup>rd</sup> grade classrooms to clean from lunch upon return from playground about 12:45.*

*2 custodians to playground to wipe down railings of play structures 1:05-1:15*

## **Dismissal**

- All students and staff expected to wear masks as we transition to dismissal areas.
- We will follow procedures used in previous years: Bus students out first, followed by walking students, car riders to cafeteria (all with masks).

## **Special Education**

- Case Conferences will continue regardless of school status and closures.
- Case Conference committee will determine how and when Case Conference meetings will be held.
- Case Conferences will be limited to essential staff as mandated by Article 7.
- If a student is quarantined at home due to Covid 19 infection or exposure, then the Case Conference committee can determine if homebound services are needed. Denona Pryor will need to be contacted.
- Related services will continue with proper social distancing and PPE.

## **Registration**

- LSC registration will be four days this year. The dates are as follows: July 27<sup>th</sup> from 9am-4pm, July 28<sup>th</sup> from 12pm-7pm, July 29<sup>th</sup> from 9am-4pm, and July 30<sup>th</sup> from 12pm-7pm.

- Stations will be set up for families to complete the registration process. Stations will take social distancing into consideration.
- Returning parents are being encouraged to complete registration online to allow only kindergarten and new students to complete in building registration.

### **Open House**

- At this time open house will be done virtually.
- Teachers are asked to make a video welcoming families and students. This can be shared on our webpage and Facebook. Teachers may include pictures of the classroom, go over procedures, share how to fill out necessary paperwork, and add a few fun things for them.
- Students can either bring school supplies the first day of school or parents can drop them off. Parents can drop supplies in plastic bags to the Miller office any time starting the week of August 10<sup>th</sup>. These will be delivered to their classroom.
- Mrs. Patterson will be making a meet the principal video to share on the Miller webpage and Facebook.
- After schools starts, we will host grade level parent meetings to inform of technology and assigned work in case of eLearning situation. We will record these meetings and post to make available to all.

## **APPENDIX B – CHECKLISTS**

### Students/Parents:

- Cloth mask with you at all times (required)
- Water bottle (recommended from home)
- Gloves (recommended from home)
- Hand sanitizer (recommended from home)
- Fever/illness free for 72 hours (required - parents keep students at home if they are ill)
- Have not traveled outside of the country the last 14 days (required)
- Have not been in contact with anyone who has Covid-19 (required)
- COVID-19 training (to be provided by the LSC)

**All students should have a mask with them at all times. There will be certain situations when wearing a mask will be required.**

### Teachers/Staff Members:

- Cloth mask with you at all times (required)
- Water bottle (recommended)
- Gloves (recommended)
- Hand sanitizer (recommended)
- Fever/illness free for 72 hours (required - stay at home if you are ill)
- Have not traveled outside of the country the last 14 days (required)
- Have not been in contact with anyone who has Covid-19 (required)
- COVID-19 training (to be provided on August 12)

**All teachers/staff members should have a mask with them at all times. There will be certain situations when wearing a mask will be required.**



## **APPENDIX B – CHECKLISTS - CONTINUED**

### **School Building Safeguards:**

- \_\_\_\_\_ *Require students and staff to be fever free for 72 hours without the use of fever reducing medication before returning to school.*
- \_\_\_\_\_ *Maximize instructional space and scheduling flexibility.*
- \_\_\_\_\_ *Employ enhanced cleaning procedures with additional hand sanitizer stations.*
- \_\_\_\_\_ *Open playgrounds with separate zones for sanitization purposes.*
- \_\_\_\_\_ *Allow the use of water fountains for bottle or cup refills only.*
- \_\_\_\_\_ *Adjust lunches to maximize available open space and utilize alternate scheduling to adhere to safety guidelines.*
- \_\_\_\_\_ *Identify and separate space in school clinics to treat symptomatic students.*
- \_\_\_\_\_ *Restrict visitors and guests in our school buildings.*
- \_\_\_\_\_ *Discontinue perfect attendance incentives.*