

Updated on 3/15/21

## ***Harding Elementary Return to Learn Building Plan***

**Name of School: Harding ES**

**Principal: Raymond Liskey**

**Assistant Principal: Taylor Garrison**

### **Harding In Person Breakdown**

Total 201 +5 (AS) +12 (PACT) = 218		Room 1	Room 2	Room 3	Room 4
K	27	5	8	7	7
1	39	11	8	10	10
2	33	7	9	10	7
3	34	9	7	7	11
4	30	9	5	7	9
5	38	6	13	10	9

### **Example Classroom set up -**

- desks 6 feet apart,
  - desk shields on each desks,
- all students and staff wear masks**



### **Cafeteria Set up for lunch & specials**

- desks, 6 feet apart
- can be used for eating / specials



### Hallway Traffic Flow/Procedure for Classes and Large Groups:

- Flow will be clockwise in main hallways; **9:20-3:15 and anytime you're traveling with children.**
- Teachers may park in the front lot or back lot and come in the door closest to their pod.
- Pods & cafe walkways will have dot stickers every 6 feet
- Halls will have one way signs for the main hallway for large group traffic flow for the day.
- In front of door A, we will have dot stickers every 6 feet for late arrivals while students wait to be escorted to their classrooms.
- Staff, Teachers will walk alongside behind lines to be able to see for safety, **not in front of line.**
- Teachers / staff will help students practice walking 6 feet apart (or close approximation) with masks on facing front.
- Teachers / staff will stop at corners to check for traffic ahead so as not to clog halls, and wait if appropriate.

### Door Entrances:

- Students will arrive at door B from 8:45 to 9:10, door A after 9:10, & Applied Skills students will arrive at door K.

### Arrival Procedures: Green Arrow (door A, door B, door K (sp ed)

Coverage - Paras / admin

#### Gym SD tables for arrival, lunch, specials

Row	Grade	Para
Row 1	K	Title I Para
Row 2	1	Sp ed para
Row 3	2	Sp ed para
Row 4	3	Sp ed para
Row 5	4	Title I para
Row 6	5	Recess para
Cafe seats	Extra / grade level kids, overflow	Recess para

- From 8:45 to 9:00, students will arrive at door B, then walk into the gym maintaining 6 ft distance while walking.
- The gym will have grade level rows of desks/seats for students to sit until breakfast in the classroom begins at 9am. Since the halls are one way, we will dismiss by grade: K, 1, 2, 3, 4, 5 one grade / para.
- Paras will exit the NE gym door, turn left, and go down hall to the left, around the building to each pod.
- Cafe will hand out lunches to students in seats. Cafe Staff will have to go breakfast on carts; Sts will take one before they leave for pods.
- Students will be taken to the pod at 9am for breakfast; Paras that will be proctors in classrooms will stay in their rooms as Virtual Paras and follow class schedule, all other paras return to the gym to pick up 9:10 groups; Paras will return to door A to assist with late students.

- If students arrive between 9-9:10, they will sit in overflow, empty seats as rows leave, and be taken to pods at 9:10 am.
- After 9:10, door B is closed. Students who arrive after 9:10 will enter through Door A, pick up breakfast at Door A, and be walked to class. Ray Liskey and Taylor Garrison will help with late students and get them to class.

#### Procedures for Late Arrival and Early Dismissal:

- Students will be walked to class/picked up from class by aide or office staff member.
- Students are not to be in hallways alone at any time.
- This will be the only time of day we are not following One Way traffic flow when walking a student to class for arrival to K / 1 pods.
- Morning Meetings will begin between 9:15-9:30.

#### Student in Halls:

- Staff makes phone calls to the office for support to help transport kid (nurse, office, etc).
- Office will turn the camera on to monitor.
- If the office is available, someone will come pick up the child.
- If a child is able, he/she can walk to the area, and the adult will be waiting.
- If a child gets sick in a room / pod / other places, Nurse will be called and a nurse will come get the child and follow sick procedures.

#### Dismissal Procedures:

<b>3:05</b>		<b>3:10</b>		<b>3:15</b>	
<b>Grade 3</b>	<b>Door P</b>	<b>Grade 1</b>	<b>Door R, ***</b>	<b>K</b>	<b>Door A</b>
<b>Grade 4</b>	<b>Door O</b>	<b>Grade 2</b>	<b>Door Q</b>	<b>Applied Skills/Steps to Success</b>	<b>Door K for buses</b>
<b>Grade 5</b>	<b>Door N</b>			<b>PACT am in person Hours different</b>	<b>Own door for arrival and dismissal</b>

#### Students will not be walking through halls alone after school.

\*\*\* Custodian will open gr 1 gate at 3:05

- Gr 1 Teachers will walk students out of door R, onto the primary playground. Line up by class socially distanced. Parents can walk up to the gate, wait for the teacher to safely dismiss students one at a time.
- The first two teachers that go outside will have spaces already determined where students will stand while waiting. Teachers will determine which are first two rooms out, and second two rooms out
- There will be spray paint dots for students to stand SD apart from each other.
- All teachers will take students to doors, then wait outside spaced out for parents to pick them up.
- Classes may go two at a time; then next two will follow; keeping SD until parent arrives.
- Parents will be asked to stay in the car, or stand outside their car and students may walk

to the car. Students will be crossed by adults near BACK parking lot.

- If they walk to pick up a student, there will be a designated area.

### **Breakfast and Clean Up Procedures:**

- Most of the students in the gym/cafe will get breakfast from the gym/cafe before 9, then be escorted by a para to class. A second group from the gym/cafe will do the same at 9:10.
- Students arriving after 9:10 will get a breakfast from Door A, stand on the socially distant dots and be escorted again to class.
- Desks will be socially distant; spread apart in class.
- Students will eat in their classroom seated with their desk shields up.
- Teachers may start morning meetings at their discretion.
- Students may have masks down while they eat, and as soon as they finish, masks go back on.
- Students, with masks on, will throw garbage in a large can, then wipe down their own desk with a spray bottle and paper towels.
- Teachers will spray the empty desk with cleaners provided by the school; students will wipe it with a paper towel, then throw it away while wearing a mask.
- Staff or students may bring in hand spray or wipes to use if they choose to.
- At 9:30, custodians will come to rooms to check rooms, get pod garbage bags, wipe down desks.

### **Lunch Procedures and Location(s):**

#### **Lunch periods**

**11:00-11:30 ;** K,1,2 (\*\*2 will already be in gym from special\*\*)

**11:30** 10 minutes to clean tables between lunch periods

**11:40-12:10;** 3,4,5 (\*\*3 will remain in gym for special\*\*)

Paras & Admin will be with groups of students eating while teachers have their lunch period.

- Teachers will walk students into the cafe and be sure they are seated, not just at the door, then go eat their own lunch.
- Students will have a name tag on a desk that will also have a second tag for a different grade for the second lunch period (desks will be cleaned after each lunch period.).
- Students will wear masks when entering, leaving, and picking up food/ throwing away food.
- Students may take masks down while they only eat.
- Teachers will pick up students from the same doors. In between periods, students will throw away garbage, custodians will clean each table / desk.
- At End of day, custodians will spray the Cafe as well as classrooms.

### Recess Procedures and Expectations:

- **Teachers** may take students outside for a socially distant walk, read aloud, play a socially distant game, or activity.
- Students will be under close supervision and not just run around.
- 1 teacher per playground area will be allowed for 15 min.
- There will be a weekly rotating schedule, Google Sign up schedule that teachers must fill out before going out.
- **Courtyard/Small playground/Large playground-equipment is prohibited- no shared equipment/items.**
- Teachers have a Playworks binder & website links with staff to help organize activities for their students (no sharing of equipment). There will be indoor and outdoor ideas to do 1 class at a time keeping social distance.
- Pods will have dots for spacing for social distant activities like read alouds, activities, in future years- STEM stuff
- One pod in the building will have a tech cart and SD dots for a movement activity to do with the teacher/para.

### Restroom Procedures and Locations:

<u>Teacher or Grade Level</u>	<u>Restroom Location</u>	<u>Cleaning Procedures</u>
PACT	Classroom bathroom -1 @ time	Cleaned hourly
K	Classroom bathroom - 1 @ time	Cleaned hourly
1	TV - 1 classroom bathroom @ time Pod 1 @ time	Cleaned hourly
2	Pod 1@ time	Cleaned hourly
3	Pod 1 @ time	Cleaned hourly
4	KC- 1 classroom bathroom Pod 1 @ time	Cleaned hourly
5	Pod 1@ time	Cleaned hourly
Applied Skills/STS	In Classroom	Cleaned hourly

- For rooms that have bathrooms in them, **T will monitor 1 st. @ a time; There can be one boy at a time, and one girl at a time.**
- For other rooms, staff will stand by the door, allowing 1 st. @ a time to go to the pod bathroom as needed.
- Outside each bathroom pod will be two 3M hooks / places for hanging RED signs.
- Each boy/girl bathroom will allow 1 RED sign/ indicator to show that bathroom is being used.
- Each child has a red / sign / indicator that he / she will bring to post / hang outside the bathroom.
- Each child will wash hands for 30 sec after using the bathroom.
- Each child will take individual sign back to class when done



### Specials Schedule Considerations:

#### **Gym / Special Schedule**

Time	Grade	Location/Coverage
9:50-10:20	4/5	recess/other paras
10:30-11:00	2	recess/other paras
11:00- 12:10	All	lunches
12:10-12:40	3	recess paras
12:45-1:15	K	recess paras
1:30-2:00	1	recess paras

- At special times, Teachers will bring students to cafe/Gym for socially distance seating and virtual specials.
- Desks Seats will be cleaned/wiped down between groups by custodians
- Coverage will be as listed
- 2nd graders will have a special immediately before lunch, so the kids will stay there.
- 3rd grade will remain in seats after lunch for their special.

### Library Book Check-Out/Return Procedures:

- Books will be on carts on cardboard shelves, displaying books;
- Para will take cart to pod; Ts will sign up for time;
- Students will point to books, Para will scan books to check out, and students return to class. Books will be checked out to the teacher.
- Books will remain in class, in school. Students will not take books home.
- Every Teacher gets a library cardboard box. After a week, the teacher puts books in a box.
- Media para picks up boxes on their day.
- Media para puts books in quarantine for 3 days in the back of the library.



- Teachers can also follow the above “check out books”, procedures allowing students to use the classroom libraries. Teachers will have their own personal room quarantine box to use.

#### Procedures for Student Who Get Sick (Non-Covid):

- **Non Covid waiting area** is the curtained section of the nurse’s office.
- **COVID waiting area**; small office across from Liskey’s office
- Joyce will start conversation, video recording, written list of guidelines for staff
- Staff will call the nurse if needed, the nurse will either ask the teacher to send the student down to the nurse office, or the nurse will pick up the student herself.
- The Nurse will follow up as needed.

#### Call offs:

- Please call the office / let office know if you are going to be absent for ½ or full day.
- Please post on AESOP / frontline after you have contacted the office for an absence.
- Staff will be expected to sign in with phone and answer COVID questions at all entrances.
- Class coverage procedures;
  - SCH Sub list
  - Any Para/Aide with a sub license can sub for a Sp. ed or other class as needed.
  - **Any aide/adult in the building can be used as a “proctor” to monitor the students while working virtually.**
  - Combination is a LAST resort, and will only be done in case of extreme emergencies/circumstances, class sizes and social distancing will be considered when combining classes.
  - Garrison and Liskey will cover as well as needed.

#### Tornado and Fire Drill Procedures:

##### (Include Exits, and any additional safety measures) - Building Map

- Fire drills be done monthly, and will use dots outside for lining up at dismissal.
- Please note your exit door, follow the school safety plan.
- SZ will be doing tornado drill in Feb. before the students return.
- Tornado drill locations will be discussed and practiced a room at a time, with teacher SD each child in the locker areas, and talking about info with classes as needed.
- Staff may have to look at, discuss, and modify other safety / drill considerations based on new school safety plan.

#### **Student Progressive Discipline for Non-Compliance of Mask Expectations - 3 Strike Policy**

##### **First incident - Verbal warning and parent notification**

##### **Second incident - Principal referral and parent notification**

##### **Third incident -Virtual meeting with parent, teacher and principal**

Any student who is non-compliant after 3 incidents, will be removed from in-person learning and placed in a virtual learning setting.

Please indicate any building specific suspended curriculum considerations that are not already addressed in previous responses.

- Utilizing CBs and online content and materials with kids, for reentry, online things will continue. Teaching & learning content, SEL, and work will continue very much like now.
- Take a ***modified up to 10 days (if needed) - the first week*** to explain procedures for students virtually in conjunction with content. As needed, teachers will add discussion and topics during morning meetings.
- All teachers will communicate with families the week before we return. Teachers will have one/more sessions with IN PERSON students & families and one / more sessions with VIRTUAL students & families to discuss class expectations during morning meetings and office hours.
- Teachers (@ home) will talk to para(s) that will be helping in their rooms to follow class expectations.

**\* IF A BUILDING/SCHOOL CANNOT BE SAFELY STAFFED, THE BUILDING/SCHOOL WILL GO TO FULL TIME ELEARNING. THE BUILDING/SCHOOL WILL RETURN TO IN-PERSON LEARNING ONCE SAFE STAFFING LEVELS CAN BE ACHIEVED.**