

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

**Name of School:**                **Jefferson Elementary School**

**Principal:**                        **Dr. Denise Eismin**

### **Arrival Procedures:**

The building will open at 8:45 a.m. All K-5 students will enter through Door A. Students will go directly to the breakfast line spaced 6 feet apart, wearing their masks into the building. Social distancing guidelines will be followed throughout the building.

**Door Entrances:**                **Door A, Door H**

<b><u>Teacher or Grade Level</u></b>	<b><u>Door Entrance</u></b>
<b>PreK to 5th</b>	<b>Door A</b>
<b>Bus Riders</b>	<b>Door H</b>

### **Dismissal Procedures:**

Car riders will leave by grade levels starting at 3:05 p.m. with the youngest students and older students leaving with their younger siblings. Cars have signs posted on the passenger side visor with children's names and times for pick up. Principal Eismin or Assistant Principal Wright will radio in the names of the students to load into cars. Bus riders leave when the buses arrive, and walkers will be dismissed at 3:15 p.m. Social distancing guidelines will be followed throughout the building.

**PreK, K and 1st**                    **Exit Door M**

**2nd and 3rd**                        **Exit Door Q**

**4th and 5th**                        **Exit Door A**

**Bus**                                  **Exit Door H**

### **Number of Students Returning**

Room #		# per class
C103	Casella	2
C106	Myers	4
C112	Bowen	6
C113	Konopasek	9
C116	O'Rourke	10
C109	Short	7
C124	Halloran	9
C128	Norton	7
C123	Zahn	10
B105	Baltrushaitis	6
B103	Saliwonczyk	7
B107	Schuster	6
B109	Batliner	9
B110	Finn	8
B112	Taylor	8
B118	Campos	4
B116	Gottschalk	4
B114	Silvas	6
B208	Cheek	8
B207	Hopkins	6
B210	Sanders	11
	<b>TOTAL</b>	<b>147</b>

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

#### **Breakfast Service -**

Breakfast doors will open at 8:45 am at the elementary schools.

- The floor is marked to space students 6 ft apart while they wait to receive their meals.
- When students are standing in line, students will be spaced 6ft apart wearing their mask.
- Students will walk through the cafeteria line socially distanced
- Students will proceed to their assigned seat
- Each student will be assigned a seat facing one direction spaced 6 ft.
- Hand wipes will be provided with each breakfast
- Breakfast aides will collect garbage from student desks.
- Students will put on their masks prior to being dismissed
- A staggered dismissal process will be implemented to ensure social distancing
- Students will be escorted to their classroom by an adult
- Social distancing guidelines will be followed throughout the building.

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

Kindergarten and first grade will eat lunch in the gym at individual desks spaced 6 ft. facing forward. Second and third-grade students will eat lunch in the gym at individual desks spaced 6 ft. facing forward. Fourth and fifth graders will eat in the cafeteria at separate tables spaced 6 ft. and facing forward.

### **Lunch Schedule**

#### **Lunch Service -**

- The floor is marked to space students 6 ft apart while they wait to receive their meals.
- When waiting each student will stand on a dot and move forward spaced 6ft apart wearing their mask.
- Students will go through the cafeteria line socially distanced
- Students will have an assigned seat in the cafeteria or gym
- One student will be at a table or desk facing one direction spaced 6 ft.
- Hand wipes will be provided with each lunch
- Lunch aides will collect garbage from student desks.
- Students will put on their masks prior to being dismissed
- A staggered dismissal process will be implemented to ensure social distancing
- Students will be escorted to their classroom
- Elementary will have 30 minute lunch periods
- There will be at least 5 minutes between lunch periods to allow for cleaning

- Students will use hand sanitizer or hand washing before and after meal service
- No self-serve service lines will be available.
- Pre-packaged boxes or bags for each student will be provided
- Food and utensils will not be shared
- Students are required to wear masks entering and leaving the meal area
- Wash hands after leaving the area
- Café Staff sanitize before and after each lunch rotation/Deep clean at end of the day
- All students will face the same directions when eating at their assigned desk or table 6 ft apart
- Social distancing guidelines will be followed throughout the building.

### **Recess Procedures and Expectations:**

- Social distancing practices will be followed at all times
- A School-wide sign-up sheet for use of the playground will be available for teachers to use to schedule a recess time
- Teachers can sign up to take their students outside for recess (15 minute periods)
- Teachers/students can use the large concrete area
- No large or small playground structures or recess equipment can be used
- All first through fifth-grade students/staff must exit/enter Door K to go to the large playground
- All kindergarten students/staff must exit/enter Door M to go to the small playground
- All students/staff must use hand Sanitation Station upon re-entering the building
- Social distancing guidelines will be followed throughout the building

[Social Distance Games](#)

[Recess Sign out sheet](#)

All water fountains will be TURNED OFF. Students will be allowed to bring their own water bottles to school.

### **Restroom Procedures and Locations:**

#### **Bathroom Breaks**

- Custodial cleaning of classrooms every hour
- Custodians will document hourly cleaning throughout the day.
- Students will be expected to adhere to the bathroom schedule.
- Social distancing guidelines will be followed throughout the building.

<b><u>Teacher or Grade Level</u></b>	<b><u>Time</u></b>	<b><u># of Students</u></b>	<b><u>Restroom Location</u></b>
Casella, Pre K	9:30/12:00	2	C103 / #1
Myers, Pre K	9:30/12:00	4	C106 / #2
Short, Kindergarten	9:30/12:00	7	C109 / #3
Bowen, PACT	9:40/12:00	6	C112 / #4
Konopasek, KGN	9:50/12:00	8	C113 / #5
O'Rourke, KGN	10:00/12:00	10	C116 / #6
Zahn, First Grade	9:30/12:00	10	C123 / #8
Halloran, First Grade	9:40/12:00	9	C124 / #9
Norton, First Grade	9:50/12:00	5	C128 / #10
Saliweczyk, 2nd	9:30/12:05	7	#15 & #16
Baltrushaitis, 2nd	9:40/12:10	6	#15 & #16
Schuster, 2nd	9:50/12:15	6	#15 & #16
Batliner, 3rd	10:00/12:30	8	#15 & #16
Finn, 3rd	9:30/12:45	8	#17 & #18
Taylor, 3rd	9:40/12:50	8	#17 & #18
Gottschalk, 4th	9:15/12:30	4	#17 & #18
Campos, 4th	9:20/12:35	4	#17 & #18
Silvas, 4th	9:25/12:40	6	#17 & #18
Hopkins, 5th	9:15/12:30	6	#28 & #29
Cheek, 5th	9:20/12:35	8	#28 & #29
Sanders, 5th	9:25/12:45	11	#28 & #29

### **Specials Schedule Considerations:**

Specials will remain virtual, teachers will follow the virtual schedule and have in-person students participate during that time. Students will remain in their classrooms. Staff coverage to relieve classroom teachers will be provided. (See schedule below)

### **Special Area Coverage**

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

For the overall safety of both the students and the paras, the libraries will remain closed to students. The paras will prepare carts/boxes of books to deliver to classrooms based on teacher/student requests or an assortment of materials based on the grade levels and the number of students in the class. The paras would check those books out to the teacher, and those books would remain in the classroom for the 2 week period. We are requesting that library books NOT go home with the students. Teachers would gather the books to return to the library. The paras will pick up those books on the day that a new set of books are delivered (and they will remain in the box for 3 days before the para checks them back into Library World). If students are still reading their books, they could just keep them instead of putting them in the box to return to the library. During this time, the paras can continue to monitor the number of books that haven't been returned from March and keep trying to get those back from students.

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

- Staff Should call the health office before sending a student
- Staff should report the reason for visit when possible
- Nurse/Health Aide will inform staff when a student is able to be seen in the health office.
- Students will be assessed and receive a pass to return to class.
- Students sent home, the health office will notify staff. The student is not to return to class.

### **Identify the Waiting Area for These Students:**

The nurse's office will use the curtain to divide the nurse station into two separate areas to separate students with COVID symptoms and other students.

**Staff Coverage for Specials, Lunch, Call Offs**

We will need 6 additional paras to cover 6 virtual teacher's classes in person.

All teachers are asked to put in their absence in AESOP with as much advance notice as possible. Our first step will always be to access an in person sub to cover for the classroom teacher. In the event of multiple uncovered call-offs, students will be brought to the gym for coverage by a paraprofessional or administrator.

Teachers will be required to post their assignments for the day in Google Classroom as well as directions as to what students should work on as they finish their class work. (Revision as of 3/15, 2021)

**Please Describe Hallway Traffic Flow/Procedure for Classes and Large Groups:**

All students enter Door A in the morning and will proceed to the cafeteria at 6 ft intervals. An adult will direct students to sit at their designated spot in the cafeteria or gym if social distancing is not possible. Students will be dismissed from the cafeteria for breakfast by the classroom and will exit out of the NW door of the gym. K and 1st grade will be escorted by an adult walking south on the right side of the hallway wearing their masks and maintaining proper social distancing. Second and third-grade students will exit the W door of the cafeteria and walk on the right side of the hallway with their masks and proper social distancing. Fourth and fifth-grade students will exit the SW door of the gym. Fourth-grade students will walk along the right side of the hallway to their classrooms. Fifth-grade students will walk along the right side of the hallway up the stairs on the right to their classrooms. Each group will be dismissed separately with intervals to allow proper social distancing. Social distancing guidelines will be followed throughout the building.

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

Students who arrive late will go into the office and will be issued a pass. The student will be escorted to the cafeteria to eat breakfast at their specific desk. Students will be escorted to their classrooms. Social distancing guidelines will be followed throughout the building.

Families requesting early dismissal must fill out the COVID pre screening form and enter the office. The family member will show identification and sign out the student for early dismissal. The secretary will call the child to the office. The family member will

wait in the vestibule until the child joins them. Social distancing guidelines will be followed throughout the building.

**Tornado and Fire Drill Procedures:**  
**(Include Exits, and any additional safety measures) - Building Map**

**Fire Drill**

**Tornado Drill**

Students are expected to keep the distance as they exit for fire drills. Students will be given directions and practice where to go to maintain a specific socially distanced spot for tornado drills. Social distancing guidelines will be followed throughout the building.

**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**

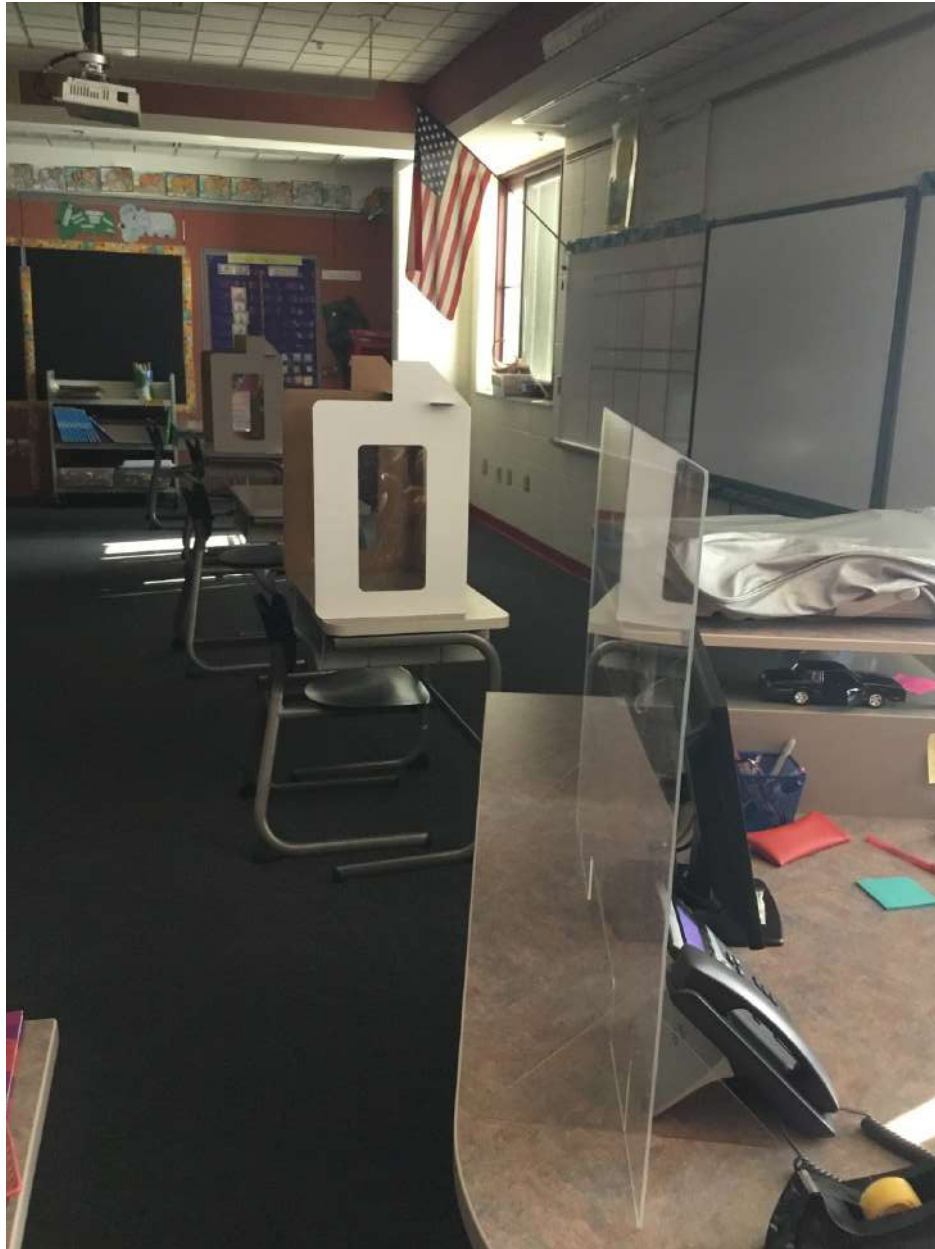
**Any student who is non-compliant after 3 incidents, will be removed from in-person learning and placed in a virtual learning setting.**

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

In the first two weeks, the staff will review all expectations. We will continue to review expectations as needed with students to ensure their safety.

**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.**





## Seating for Lunch and Breakfast

