

Kenwood Elementary Return to Learn Building Plan

Name of School: Kenwood

Principal: Mary Rykiel

Arrival Procedures:

- Students will be asked to remain in their vehicles until a staff member directs the students to exit their vehicles at 8:45. Families will drop off students at the curb by door A. Staff members will monitor students to ensure social distancing.
- At 8:45 a.m. students will be allowed into the building using Door A.
 - Grade levels will create a schedule to monitor students and help with entry into the building.
- Upon entering the building students and staff will utilize the sanitizer station.
- Students who arrive between 8:45 a.m. and 9:00 a.m. will report to either the gym or cafeteria.
 - Assigned seating for both areas
- Staff will monitor students in the cafeteria and gym until teachers pick them up at 9:00 a.m.
- Staggered dismissal will be followed from the gym and cafeteria.
 - K, 1 will use the hallway by the music room to dismiss
 - 2, 3, 4, 5 will use the hallway in the middle of the gym
 - Staff members will monitor lines to ensure social distancing between students.

Door Entrances:

<u>Teacher or Grade Level</u>	<u>Door Entrance</u>
All students	Door A

Dismissal Procedures:

Pact Dismissal:

- Mrs. Parkes and Ms. Johnson will dismiss PACT students at 11:30 from Door A

K-5 Dismissal

- Teachers will bring students to the cafeteria and gym at staggered times and have students sit at their assigned seats.
- Walkers will be dismissed in a staggered manner.

- Staff members will go outside at 3:05 p.m to begin calling individual students as their rides arrive.
- Staff will radio to teachers or office names of students to be dismissed.
- Teachers will dismiss individual students from the cafeteria/gym area as names are called.
- Students will be dismissed in a socially distant manner from door A.

Late Pick-Up Procedures:

- Students not picked-up will be brought to the cafeteria/gym to wait for pick-up
 - Rykiel will wait with students until students are picked up
- Communication with office via radios
- Office staff will contact parent/guardian for pick-up

Breakfast and Clean Up Procedures:

- Students and staff will be expected to wear masks at all times except when eating.
- Upon entering the building the students will walk to the cafeteria to pick up their breakfast.
- Students will sit in assigned seats (either in the cafeteria or gym) to wait for teachers to pick them up.
- Classes will be dismissed from the cafeteria and gym in a staggered manner to go to classrooms.
- Students will utilize hand sanitizer after entering classrooms and before eating breakfast.
- Students will eat breakfast in classrooms from 9:00 a.m. until 9:15 a.m.
- Milk that is unfinished will be emptied into the sink by students before throwing away the carton.
- Large garbage cans will be placed in each classroom.
- Classrooms will be provided with extra utensils and paper towels.
- Custodians will pick up garbage at 9:30 a.m.

Lunch Procedures and Location(s):

- Masks must be worn upon entering and exiting the cafeteria, they can be removed during eating
- A Sanitation Station will be set up at the cafeteria entrance for use upon entering.
- PACT students will take a bagged lunch home at 11:30 p.m.

- Ms. Yolanda Johnson, the PACT instructional aide, will pick up lunches for PACT students from the cafeteria.
- Lunches served in the cafeteria
 - Grades 3, 4, & 5 - 10:55 a.m. - 11:25 a.m. (total of 50 students)
 - Grades K, 1, & 2 - 11:30 a.m. - 12:00 p.m. (total of 51 students)
- **Students have assigned seats;** two per table on benches (cafeteria) and one student per desk (gym). Each student will have their own seat that will not be shared with other students. Students will be socially distanced (6ft apart).
- Tables will be sanitized between and after lunches.

Recess Procedures and Expectations:

- A school-wide sign-up sheet will be used for classes to go outside.
- Teachers can sign up to take their students outside for recess (15 minute periods).
- Teachers/students can use the large sidewalk or grass area.
- No large or small playground structures or recess equipment can be used.
- All students/staff must exit/enter Door A to go to the playground.
- All students/staff must use hand Sanitation Station upon re-entering building
- Teachers may also choose to have students remain in classrooms for a recess period.

Restroom Procedures and Locations:

- All students/staff must wear face masks
- Students will line up outside bathrooms and stand on distanced floor labels
- One boy/girl at a time will use the restroom
- Restrooms will be sanitized hourly
- Classrooms will follow a schedule that will be approved by the principal for bathroom usage.

<u>Teacher or Grade Level</u>	<u>Restroom Location</u>
PACT	Utilize bathrooms in classrooms
Kindergarten	Utilize bathrooms in classrooms
1st Grade	Utilize bathrooms in classrooms
2nd Grade	East bathroom on 2nd floor

3rd Grade	East bathroom on 2nd floor
4th Grade	West bathroom on 2nd floor
5th Grade	West bathroom on 2nd floor
Cafeteria/Gym	Utilize 1st floor bathrooms in main hallway

Specials Schedule Considerations:

- The District Special Schedule will be followed.
- Classroom coverage for teachers:
 - 5 - 9:50 a.m. - 10:20 a.m. - Darrar, Ramirez (cafeteria)
 - 4 - 9:50 a.m. - 10:20 a.m. - Darrar, Ramirez (cafeteria)
 - 2 - 10:30 a.m. - 11:00 a.m. - Darrar, Ramirez (classrooms)
 - 3 - 12:00 p.m. - 12:30 p.m. - Darrar, Henry (classrooms)
 - K - 12:45 p.m. - 1:15 p.m. - Darrar, Henry (classrooms)
 - 1 - 1:30 p.m. - 2:00 p.m. - Darrar, Henry (classrooms)

Library Book Check-Out/Return Procedures:

- The library will remain closed to students.
- Book check out will be done 3 to 4 times a week.
- Our library paraprofessional, Nancy Hasting, 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. These books will be checked out to the teacher, and would remain in the classroom for a 2 week period. At the end of the two week period teachers would gather the books to return to the library.
- Nancy 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 will keep the book instead of putting them in the box to return to the library.
- Library books will **not** go home with the students.
- Nancy will also 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):

- Teacher contacts nurse regarding sick child
 - Shares/discusses symptoms, possible treatments
- Nurse goes to classroom to pick up child
 - If there is a child already in the health office waiting area, the main office staff will supervise the child while the nurse goes to the classroom.
 - If necessary, nurse will bring the sick child to office and contact family

Identify the Waiting Area for These Students:

- Students that are sick (non-Covid) will wait in the health office
- Parent/Guardian signs-out the student using main office Chromebook
- Parent/Guardian will pick-up the student at the main office using Door A.

Staff Coverage for: Specials, Lunch, Call Offs**(Please list actual staff names)**

Janet Darrar (5hr instructional aide)

Mary Henry (3hr recess aide)

Angelica Ramirez (3hr aide)

Tabitha Kelley (Counselor)

Leticia Garcia (LDP paraprofessional)

Mary Rykiel (Principal)

Please Describe Hallway Traffic Flow/Procedure for Classes and Large Groups:**(Include a visual such as a map)**

- Masks must be worn by staff and students at all times when moving through the building.
- A single direction flow of traffic will be utilized in most areas of the building.
- To access the second floor the stairwell closest to the Gym will be used.
- The stairwell between rooms 204 & 213 (second floor) and 104 & 105 will be utilized to return to the first floor from the second floor.

Procedures for Late Arrival and Early Dismissal:

- Masks must be worn by all students/adults entering building
- Any student arriving after 9:00 a.m. will enter through Door A, student's name will be taken if student arrives after 9:10 a.m. in order to be marked tardy
- Student will be walked to his/her classroom
- Student having an early dismissal will be called to the office, will be pick-up by office staff and student will exit through Door A
- Parent/Guardian signs-out student for early dismissal using main office Chromebook

Tornado and Fire Drill Procedures:

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

- **Tornado Drill:**
 - Masks must be worn at all times by students and staff
 - Students and staff will walk to their tornado shelter locations, see map, students will be socially distanced in their locations
 - Upon completion of the drill, students and staff will return to their classrooms in staggered times, staying socially distanced

TORNADO DISASTER PROCEDURES

Each of the Hammond Public Schools has a "Weather Alert" radio which sounds an alarm for any dangerous weather conditions. The National Weather Bureau will indicate the severity of any dangerous condition. Example, WATCH means a tornado is possible. WARNING is stated when a tornado has actually been spotted and is approaching our area.

When the "Weather Alert" alarm is sounded, our office will monitor and stay updated on possible dangerous conditions. As a backup, our Central Administration Office also receives emergency notice and will contact schools regarding possible dangers. When a WARNING is broadcast our school procedures go into effect immediately.

Each school is to develop specific procedures and practice these procedures with all building personnel at regular intervals.

SIGNALS

When informed of a tornado warning, the tornado alarm will go off. If loss of electrical power does not permit the use of the intercom, a portable bull-horn will provide

instructions. We ask that during the drill or actual emergency the following considerations take place:

- 1) When a drill is announced, teachers will line up classes and accompany them to their assigned place.
- 2) Students should take a textbook to use as possible head cover. Hardcover readers are suggested.
- 3) Classroom doors should be closed.
- 4) Keep to the right of the hallway until you arrive at the station assigned. There must be a passageway in the center of the hall.
- 5) Do not stand in front of classroom entrances due to the danger of flying glass.
- 6) There is to be no talking during the drill.
- 7) Children will sit on the floor in crouched positions with hands locked behind the neck or holding books or clothing over the back of the neck. Teachers are to take along their class record book with a list of all students and emergency information. Roll call must be taken once students are in their assigned place.
- 8) As in any emergency situation, do not allow students to be dismissed from your custody during the time of danger unless a parent or adult relative comes to the school, can be identified and personally escorts student from shelter. A note of that dismissal must be made in the attendance book by the teacher.
- 9) Do not leave the shelter area until an all-clear has been sounded (voice command from the building authority).

ALL TORNADO DRILL STATIONS ARE BY HOMEROOMS.

1. If children are on the playground, recess staff will line them up immediately. The classroom teacher will take the students directly to their shelter area.
2. If students are in the cafeteria, they will be directed to the shelter area by their classroom teacher.
3. If students are in another classroom within the building and a tornado drill is sounded, the supervising teacher will assist those students to their regular assigned area.
4. All special education students including visual impaired students with one-on-one aides will remain with their aide during the tornado procedures.
5. The school office will be the Communication Center for the school in the event of any emergency. If the principal is away from the building, a head teacher will assume the emergency responsibilities.

Kenwood Elementary School Tornado Locations

Room	Tornado Shelter Area
102	West Locker Bay Near Room 101
101	West Locker Bay Near Room 101
103	West Locker Bay Near Room 101
105	East Locker Bay
104	East Locker Bay
201	Conference Room in Office
202	Room 106 – 1 st Floor, overflow in Mrs. Pischner's office
203	Room 106 – 1 st Floor
204	Staff Dining Room
205	Room 100E in Office
206	Room 111 - PTA Room
207	Room 100D in Office
208	Open room
209	Room 100C - Principal's Office
Cafeteria	Music-Gym Hallway and Music Room

All Special Areas	Follow teacher's tornado location
RTI	Main Office Copy Room

Fire Drill:

- Masks must be worn at all times by students and staff
- Students will follow their dismissal procedures; exit building and walk to the playground, staying socially distanced
- Upon completion of the drill, grade levels will return to the building in staggered times, staying socially distanced

KENWOOD ELEMENTARY SCHOOL FIRE PROCEDURES

- 1) Students/staff will be notified of a drill or fire by a loud signal from the fire alarm.
- 2) Students leave the classroom under the teacher's directions without talking, leave coats or belongings, and leave in an orderly manner.
- 3) All special education students including visual impaired students with one-on-one aides will remain with their aide during the fire evacuation.
- 4) All doors to classrooms need to be closed.
- 5) All teachers will take their attendance books with them upon leaving the room during all practice drills.
- 6) The teacher is responsible for seeing that all students are safely out of the classroom before leaving the room and closing the door.

- 7) Each bathroom is to be checked by the proximate classroom teacher according to room number or location.
- 8) An adult will hold the doors open until all are out. Once all students are out the students are to proceed to where their class is located. The last teacher out of the door should be sure that the students holding the doors leave to locate their class.
- 9) Once a class has reached its outside destination, roll call must be taken by the teacher to be sure that all students are safely out of the building.
- 10) Children and staff are to remain outside until the all-clear signal or until they have received further instructions from the principal.
- 10) Each teacher (and principal) is to document every time a fire drill or emergency procedure is reviewed or practiced – including by permanent substitutes or student teachers.
- 12) The following evacuation plan will be implemented:

Rooms 101, 102, 103, 104, 106, Music Class and Office: Exit through the main entrance (Door A) west on the center island sidewalk between the north and south parking lots, south on Moraine Avenue on the sidewalk and stay next to the fence.

Rooms 105, 201, 202, 203, 204, 205, and Language Development Class: Use the north stairway to the first floor and exit out the north doors (Door G). Proceed west on Cleveland Avenue and stay on the sidewalk to the north side of the north parking lot, just before the corner of Moraine Avenue.

Rooms 206, 207, 208, 209, 210, and Library: Use the south stairway to the first floor and exit out the east doors (Door F). Turn south down the Hohman Avenue sidewalk until they have passed the gym section of the building. *In case of a kitchen, boiler room, or cafeteria fire, turn north on the Hohman Avenue sidewalk.

Gym Class and Cafeteria: Exit out the playground doors (Door B). Proceed west on the sidewalk past the south parking lot and turn south on the Moraine Avenue sidewalk along the fence.

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-person classes will be a hybrid model. The teacher will be instructing in-person students as well as virtual students. **Fridays will remain asynchronous learning days from home.**
- Teachers will review expectations and procedures with students.
- Teachers will have assigned seating for students in the classrooms in order to contact trace in the event of a positive COVID case.
- Students **do not** have to dress in uniformity of color but should wear clothes appropriate for the school setting. It is important that students make hygiene practices their priority during these times. Please ensure that all personal clothing items have been recently washed before arriving at school.
- Students should refrain from sharing personal items.
- Water bottles will be available as water fountains will not be used.
- Students who are not following the expectations for wearing a mask, he/she will receive his/her first two warnings from the teacher. A third offense may result in home contact from an administrator. Refusal to adhere to the safety guidelines may result in the student being removed from in-person learning and be asked to return to virtual learning.
- Visitors will not be allowed into the building.

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.

Teacher	Number of Students Returning to In-Person Instruction
PACT:	
Mrs. Parkes	5
Kindergarten:	
Mrs. Glick	9
Mrs. Oakley	6
First Grade:	
Mrs. Moore	11
Mrs. Sopher	8
Second Grade:	
Mrs. Reese	10
Mrs. Tucker	7
Third Grade	
Miss Langford	9
Ms. Leitelt	6
Fourth Grade:	
Mrs. Hunt	8
Miss MacKenzie	8
Fifth Grade:	
Mrs. Carlson	7
Mrs. Fezler	12
Total Students Returning:	106

3rd Grade Classroom:



3rd Grade Classroom:

