

## A Toolkit For Supporting Your Child in Returning to School at High Lakes Elementary

High Lakes requires all students and staff to follow several rules concerning personal safety while on campus. As we return to in-person learning, preparing your child for new routines throughout the school day will be important. Please become familiar with these new routines and procedures and review them with your child.

### Start and End Times Change

School start time is 8:30

End Time is 3:00 (with a staggered release time schedule below)

Wednesday early dismissal is at 1:30

### Classrooms

Due to state guidance, many restrictions and changes will be in place and the classrooms will look different to students. They have been modified (removal of some furniture) to allow for adequate social distancing.

### Masks

A cloth, paper, or disposable face mask that covers the nose and mouth is required for all BLS students and staff. It is important to set your child up for success before your child needs to wear their mask all day. Although it varies by child, it may take repeated prep and practice. Consider starting to practice as soon as possible before returning to school. Let your child's teacher know if your child needs a mask. Also, don't forget to wash your mask regularly.

# Student Cohorts-Grouping

## What is Cohorting?

Cohorting is a grouping strategy used to limit contact between people. Cohorting is used to help reduce the spread Covid-19.

We will also be keeping daily cohort logs so that we can do contact tracing if needed.

## In-Person Instruction

Student cohorts will not exceed 100 people within the educational week.

Student cohorts that are likely to be created:

**Transportation** - Students who ride the same bus

**Classroom** - Students who are in the same homeroom class together

**Grade level** - Students who are in the same grade level

**Recess** - Assigned areas will keep recess the same as classroom cohorts

**Specialist Groups** -

**PE** - Mr. Horton will teach classroom cohorts in the gym.

**Music** - Mr. Mueller will rotate into classroom/grade level cohorts.

**Library** - Mrs. Porter will rotate into classroom cohorts. She will work with students and staff on how to reserve and check out books from the library. Returned books will be sanitized and quarantined for 24 hours before being able to be checked out again.

**English Language Development** - Mrs. Wright, our ELD teacher, will rotate to community "Lake" areas for small group instruction.

**Reading Support** - Mrs. Grover, Mrs. Thelen, Mrs. Chambers, and Mrs. Bianchi, our Educational Assistants support team, will meet with student groups in the lake areas.

**Special Education Support** - Mrs. Lacks, Ms. Jorie, Mrs. McKae and Mr. Chris, our Special Education support team, will meet with groups in the resource room (Lake house), lakes, or classrooms.

# Social Distancing

## How do we keep a safe distance in school?

We require that everyone maintains 6 feet of social distancing when possible. Whether outdoors or indoors, everyone must stay at least 6 feet away from other people and wear a mask.

In the classroom, desks and chairs will be arranged so students are always seated at least 6 feet away from each other. Hallways are marked with arrows to help remind students to keep 6 feet of distance between them. We

have signs in highly visible locations reminding students about social distancing. We will also have staggered dismissal times to help with social distancing, (see arrival and dismissal).

## Visitors

Essential visitors: Only BLS staff and essential visitors are allowed to enter the building beyond the lobby.

Examples of essential visitors are: DHS, child protective services, law enforcement, student teachers and their supervisors, CASA advocates, Cadet teachers, and ESD service providers.

## Recess

- Cohorts will be assigned to a playground zone.
- Students will stay in the marked zone during each recess.
- Playground equipment will be assigned to each classroom and will travel with the cohort to their assigned zone. Students can only interact with their classroom equipment.
- Equipment will be sanitized daily.
- Students are required to wear masks on the playground and during recess.
- No equipment from home will be allowed (footballs, frisbee's, etc.).

## Breakfast and Lunch

- School breakfast and lunches will be available to students and will be delivered to your child's classroom.
- We will be eating in the classrooms.

## Hand Washing, Sanitizing & Cleaning

- Students will be expected to clean/sanitize hands when entering the building, after using the restroom, before eating, and before and after recess.
- Students will not be using community supplies. They will have their own school supplies.
- Surfaces will be cleaned on a regular basis

## Illness

As High Lakes students return to school, we have to sharpen our symptom surveillance work. As students get on the bus and/or go to their classroom, drivers and teachers will be watching for students presenting with:

- Unusual coloration (flushed, pale or ashen) and behavior (lethargy, fatigue)
- New or significant coughing
- Shortness of breath
- Chills or apparent runny nose

If these highly apparent symptoms are observed, parents will be contacted and the students will have to go home. Our nurse, Kim, will follow-up with parents and determine when the student can return to school.

## Arrival (8:15 - 8:30)

No before school recess

Arrival and drop off procedures can change as we adapt our practices based on effectiveness. Staff (wearing safety vest) will be available to help students find their classrooms. Also, for your reference please see the included map. **Please do not arrive before 8:15.**

## Late Arrivals (after 8:30)

It is very important that your child is at school on time. If your child is late (dental appointment, etc.) have them come into the lobby and sign in with our office staff. We have to maintain 6' social distance in our lobby and this may have students waiting outside if the line becomes too long. Parents remain in their vehicles.

## Morning Drop Off

**The first week of in-person instruction, kindergarten and first grade parents will be allowed to walk their child to the door. After that time, parents will remain in their car.** When walking towards the building, the kindergarten classes are the three classrooms on the right of the main doors. First grade classes are found by entering the gate on the right side of the building and then by following the signs. At your child's classroom door you will need to stand with your child until it is their time to enter the classroom. You must maintain social distance with any other family who is in the area. Parents will not be allowed into the classroom. Having goodbyes taken care of before your child enters the classroom will ensure that the line can keep moving.

Student's arrival options are:

- If transportation is by car: all car drop off and pick-up is done in the front of the building.
- If by car and using the parking lot: students will cross at the crossing guard controlled crosswalk and go to their outside classroom door. They will wait at the door until a teacher invites them into the classroom. Parents must stay in their vehicle (with the exception of the first week of school for Kindergarten and 1st grade parents).
- If by car and using the drop off loop: Have your child ready to exit the passenger side of your vehicle and walk to their outside classroom door. Gates will be open. It is expected that the student(s) in your car are ready for the school day. This means that you will need to take care of gathering coats, backpacks, masks and giving goodbye wishes and kisses before you stop your vehicle in the loop. Parents stay in their vehicle.
- If riding the bus: they will exit the bus and go to their classroom. New students can ask any staff member wearing a vest for directions. If your Kindergartener or 1st grader rides the bus, they will exit and, if needed, be helped to their classroom.
- Walkers, bikers, scooters: students will enter the school grounds from the sidewalks, get off their mode of transportation and walk to avoid collisions. Then they will park bikes/scooters in designated areas (there is a bike rack outside each wing). They will head straight to their classroom's outside entrance. If the teacher is welcoming students into the room then they will proceed to their spot in the classroom. If the teacher is not yet welcoming students into the classroom, they will stand on one of the 6' social distance lynx paws (or maintain 6' social distance from other students) until invited in. Parents please do not congregate.

## Dismissal

Dismissal procedures can change as we adapt our practices based on effectiveness. During these challenging times, we would appreciate your support in not picking up your child early during the last half hour of the day unless it is an emergency.

### Staggered Release Schedule

Kindergarten Release Time 2:50 PM

1st Grade Release Time 2:52 PM

2nd Grade Release Time 2:54 PM

3rd Grade Release Time 2:56 PM

4th Grade Release time 2:58 PM

5th Grade Release time 3:00 PM

If you have an older student with a younger sibling at school, the older student will be released at the same time as the younger sibling so they can find each other at a designated spot of their choosing and leave together. This is different for bus riders as they will meet on the bus.

- Kindergarten and 1st grade families can park in the parking lot and walk up to the outside door of the classroom (1st grade families, this only applies to the first week). Teachers will dismiss students directly to parents/guardians when the parent/guardian is at the outside door of the classroom. Kindergarten students will be released at 2:50 PM and 1st grade at 2:52 PM. Until teacher/staff are familiar with you, please be prepared to show ID.
- Parents must maintain social distancing from other parents/families during this time. You must also wear a mask.
- Students who are riding the bus will be walked back by a staff member and loaded onto the bus.
- Parents driving to pick up, please use the pull through lane or park your car in the parking lot and wait inside the car. Parents are not allowed to enter the gated playground or congregate out front. (except for kindergarten and 1st grade parents).
- If your student rides the bus, they will be excused based on the staggered schedule and bus arrival to school.

Families, we understand that there is a lot of change here from a typical year. With that being said, we would really like to remain open and in-person. A huge part of the success in this process is going to depend on you as parents/guardians. Please follow our above guidance and do not congregate with other adults on school grounds before or after school. We know that one of the many things that makes our school so special is the community that we are all part of and our socialization will be missed until we can come together safely. We appreciate all of your patience and support.

Thank you for your support in helping us stay safe and in school.

Linda Burley