

Franklin Elementary Return to Learn Building Plan
(Please plan with the assumption that you will be fully staffed.)

Name of School: Franklin Elementary

Principal: Regina Grohar

Arrival Procedures:

Franklin is uniquely situated. One side of the building is an alley. The other side is Indianapolis Blvd. The north side of the building is 116th street which has no parking on either side. Lastly, the main entrance (south of the building) is through the parking lot. Even if we did drop off on 116th street, if traffic backed up it would flow onto Indianapolis Blvd causing problems.

Starting at 8:45am, parents will continue to drop off Franklin students by entering the main parking lot, pulling up to the gate, and letting their child out of the car. Mrs. Grohar or another staff member will be outside in the parking lot to assist with keeping traffic flowing and ensuring students can socially distance while entering the building.

Door Entrances:

Teacher or Grade Level	Door Entrance
All Grades	Door A (Main Entrance)

Once students arrive, they will follow the pattern below to get in line for breakfast. (See Map Below). Students would then follow the hallway flow pattern as described in the traffic flow section below.

Once students have their breakfast, students will go to their classrooms. If it is before 9am, students will wait, socially distanced, outside their classroom. The following adults will help with supervision from 8:45am-9:10am as follows. (Even after students are let into the classroom by the teachers, aides will remain in the hallways to ensure hallways are supervised and students are socially distanced.)

Location	Supervising Adult
Door A - Opening the door to allow students in the building.	Evelyn Media-Rodriguez, Recess Aide
Hallway by 1st/2nd grade rooms	Jackie Plant, Recess Aide

Kinder/Pre-School Hallway	Estella Maciel, Recess aide
5th/6th grade hallway	Betty Ortiz, SPED Para
3rd/4th Grade hallway	Cassandra Baggett, Recess Para
Float, help where needed	Wanda Enriquez, RTI Para

Dismissal Procedures:

Parents will line up in their cars as we have done in the past for dismissal.

(1st set, which parents are used to is on the far right of the parking lot; 2nd set of lines will be down the left aisle. This will result in 4 rows of cars. Staff will help direct traffic for parents pulling out.)

We will have the lines color coded. Red, Blue, Green, and Orange. (One color per line.)

*Colors subject to change based upon availability to make the materials.

Parents will receive a sign to hang from their rearview mirror with their student(s) names on them. Parents will get in their line based on their color. This way we can see who needs to go in that car without having direct contact.

Students will have the same color (small square) tied to their backpack. This way, once students come outside, we can easily see which car rider line they need to go to. This will help ensure everyone's safety and keep the line moving.

Parents will not be allowed to park and congregate in front of door A for their students to be dismissed.

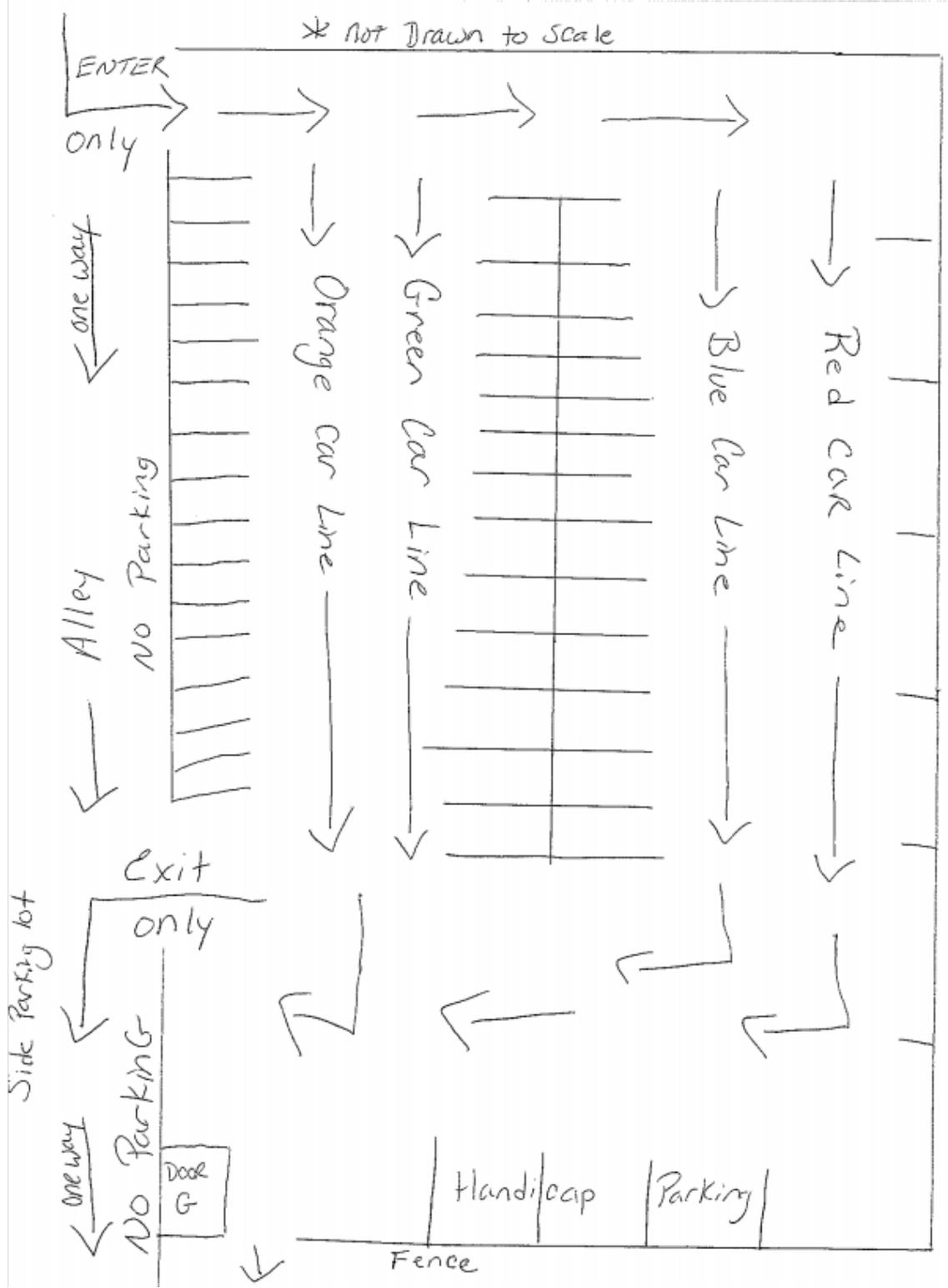
Students will wait in the same assigned seat/location as arrival. They will also dismiss from the same doors they entered.

Staff will be in the parking lot and will radio staff in the building on which kids to send out.

Students who are walking will be dismissed from door E on 116th street.

Teachers will bring their class to the same location as arrival. Students will wait in the same assigned spots. Most teachers will stay with their class to help supervise (See below) By this time the recess aides are gone for the day.

Indianapolis Blvd



Supervision Assignments at Dismissal

Location	Supervising Adult
Kindergarten Hallway	Tim Scoleri, Teacher (Radio) Nicole Dunn, Teacher Kathleen McNamara, Teacher
Cafeteria - Grades 1-2-3	Cassandra Baggett, SPED Para (Radio) Mary Brough, Teacher Patricia Barnes, Teacher Frances Majchrowicz, Teacher Nicole Partain, Media Para
Gym 4-5	Betty Ortiz, SPED Para (Radio) Brian Demantes, Teacher Kari Tolliver, Teacher Aimee Fausto, Teacher Jackie Minkalis, Counselor (can float between locations or help where short handed)
116th Street/Alley Intersection (Supervising students walking, help cross alley)	Robin Bellamy, Teacher Lindsay Palko, Teacher Kimberly Wiening, Teacher
Parking Lot	Regina Grohar, Principal (Radio) Jason Jendreas, Teacher(Radio) Raquel Aranda, Teacher

Breakfast and Clean Up Procedures:

Breakfast - Students will get in line when they enter the building and get their breakfast before going to class. If students have their breakfast before 8:55am, they will wait in their designated spots outside of the classroom.

Clean up - There will be 6 garbage cans on wheels in the hallway. (3 upstairs, 3 downstairs)

When a teacher's class is done, the teacher or 1 designated student, can go get the garbage can and wheel it in. The teacher will then wheel the can around the room from desk to desk, allowing students to throw their garbage into the can without leaving their seat. When finished, the teacher will place the garbage can back into the hallway. Classrooms will need to share the garbage can so if it is not in the hallway they will need to wait.

Garbage from breakfast should *not* be thrown in the classroom garbage cans.

By 10am, the custodian can collect the garbage cans from the hallways to dispose of waste.

Lunch Procedures and Location(s):

Location: Gym

*Lunch will be in the gym since we will be using the cafeteria as a large area for testing. Once testing is complete, we will resume using the cafeteria.

Teachers will bring students to line up by the cafeteria/gym where recess aides will be waiting.

When students enter the line, they will use the hand sanitizer before getting their lunches.

Dots will be on the floor to designate where students stand to help ensure social distancing.

Once students have their lunches, they will sit at their assigned location at our round tables.

Grades K-1-2-3 will sit 2, to a table with a divider between them, sitting at opposite ends of the table with each table all facing the same direction.

Grades 4-5 will have 2-3 to a table, also with dividers.

With our current numbers of return to in person learning, we can combine lunches to 3 total lunch periods. This will free up time for the aides to provide coverage for specials/prep.

The lunch times would be as follows:

Grades K-1: 11-11:30am

Grades 4-5: 11:40-12:10pm

Grades 2-3: 12:20-12:50pm

For throwing their food away, the custodian and/or recess aides will wheel the garbage can next to students and have them throw their items away without leaving their seat.

Students will only use the restroom at lunch if it's an emergency. They will not all go as a class.

There is 10 minutes between each lunch to clean and sanitize before the next lunch.

Recess Procedures and Expectations:

Teachers who choose to take their students outside must do so in a way that guarantees social distancing and is structured. Teachers will need to review their recess plan with me during grade level meetings in advance.

We will have a weekly sign up sheet for recess time outside.

This will ensure a teacher doesn't walk their class out, only to find another class already outside.

Restroom Procedures and Locations:

<u>Teacher or Grade Level</u>	<u>Restroom Location</u>
Kindergarten	Classroom bathrooms as needed. Whole class breaks 1st floor restrooms
Grades 1, 2	1st Floor restrooms
Grades 3, 4, 5	2nd Floor restrooms
As needed per schedule	Gym Bathrooms

Procedure - We will have a whole school restroom schedule as to what time teacher's will take their class to the restroom. Teachers will allow 2 students at a time to use the restroom to ensure social distancing. Sinks will be marked on which ones to use. There are currently 4-5 stalls per bathroom and 4-5 sinks per bathroom.

Other teacher's should avoid sending individual students from their class to the restroom during these times. If no classes are scheduled to use the restroom and there are individual students who cannot wait until a break, they can go at that time. Kinder students would use the restrooms within their class for this type of situation.

Specials Schedule Considerations:

Since specials are remaining virtual, teachers will follow the virtual schedule for specials and have their in person students participate during that time.

We will provide staff coverage for teachers since that is typically their prep time.
(See Schedule below)

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.

The schedules will be made so that the paras are set to do book checkout only 3 out of 4 days of the week. That additional day can be used for them to come help box up/prepare materials for the move. Their schedule will be set up to equally split all classes between the remaining 3 days and equally split on a rotating 2 week schedule.

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

Students who are feeling ill or have health issues will notify their teacher.

Teacher's will call the health office to assess over the phone as to if the child needs to physically come down to the nurses office. If necessary, items like band aids can be brought to them. This will help minimize traffic in the nurse's office.

If it is not something that can be done in the classroom, the nurse will direct the teacher to send the student to the health office.

Below are 2 documents provided by health services with more details.

[Health Services Daily Flow](#)

[Management of Health Services](#)

Identify the Waiting Area for These Students:

Non-Covid related illness - students will wait in the nurse's office.

Covid related illness - students will wait in the designated area (office between the nurse's office and principal's office)

Staff Coverage for: Specials, Lunch, Call Offs

(Please list actual staff names)

*In order to make this work, recess aide hours will need to be adjusted.

Maciel/Medina-Rodriguez 8:45am-2:30pm

Plant: 9:45-12:45pm

Time Frame/Coverage Needed Daily	Adult(s) Covering
9:50-10:20 - 4th/5th Grade Prep Coverage/Specials	4th-Demantes Coverage: E. Maciel, Recess aide 4th-Bellamy Coverage: E.Medina-Rodriguez, Recess aide 5th-Fausto Coverage: J.Plant, Recess Aide 5th-Tolliver Coverage: N.Partain, Media Para

10:30am-11am - 2nd Grade Prep Coverage/Specials	Jendreas Coverage: E. Maciel, Recess Aide Majchrowicz Coverage: E. Medina-Rodriguez, Recess Aide
11am-11:30am - LUNCH (K-1) 11:40am-12:10pm - LUNCH (4-5) 12:20pm-12:50pm - LUNCH (2-3)	Students are in the cafeteria with recess aides so teachers can have a duty free lunch.
11:50-12:20 - 3rd Grade Prep Coverage/Specials *Aides will take students from class to lunch	Palko Coverage - N.Partain, Media Para Wiening Coverage - J. Plant, Recess Aide
12:50pm-1:20pm - Kinder Prep Coverage/Special	Dunn Coverage: E. Maciel, Recess Aide Scoleri Coverage: E. Medina-Rodriguez, Recess Aide
1:30-2pm - 1st Grade Prep Coverage/Specials	Brough Coverage: E. Maciel, Recess Aide Barnes Coverage: E. Medina-Rodriguez, Recess Aide

*Recess Aides get 2-15 minute break. There are multiple 10 minute gaps throughout the day that add up to 30 total minutes. While helping with lunch, there are 3 aides in the cafeteria. One can take their 15 minute break while the other 2 supervise.

Absences - Aides:

If any of the above aides are absent, teachers will then be stipend for their preps. The only other aides Franklin has is an RTI Para, who is paid out of Title 1 funds and cannot provide supervision when services are going on. We also have 2-SPED aides, who also are not supposed to be used for supervision. If there is a shortage for lunch supervision, Regina Grohar, Principal will assist.

Absences - Teachers:

Teachers will still need to post all work for the day in their google classrooms. Their teaching partner can assist with this if necessary. We would then pull a recess aide to supervise the class until they leave at 2:30pm. From 2:30pm until the end of the day we would have the media para or Mrs. Grohar cover that last 45 minutes. (Unless it's possible to pay recess aides for additional time for coverage, then we would see if they could stay all day.) Currently, that is the only option we have for coverage without being in violation of funds for Title I/SPED. This is the biggest area of concern for coverage.

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

Classes will follow the map below.

The only exception would be for rooms 6A, 6B, 5, and 4.

In order to gain access to the restrooms and cafeteria without going upstairs and around, they would have to go opposite of the current flow of traffic.

Those teachers would need to ensure no one else was in the hallway at that time and go down the hallway as needed.

Students will only be in the hall for whole group restroom breaks and to go to lunch.

Since those are all scheduled times, those rooms should not be affected by the traffic flow.

Procedures for Late Arrival and Early Dismissal:

Late Arrival - Parents will call the office from the parking lot to let us know they are dropping off their child late. The child will enter through door A. The office will take care of the late arrival time and send them to class.

Early Dismissal - Parents will call the office from the parking lot to notify us they are picking up their child early. If no one is in the office the parent will be able to come to the office at that time to sign their child out. If someone else is in the office, the parent will need to wait. The office will call them and let them know when they can come in. In the meantime, the office will call down the student(s) to get them ready for early dismissal. In the event that someone is still in the office, the office will call the parent and have them meet the office staff at Door A, let the parent in the vestibule to sign their child out.

Tornado and Fire Drill Procedures:

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

Here is a basic overview of the fire/tornado drill procedures. The link at the bottom is a map with the routes indicated for each room/area of the building.

Fire Alarm Escape Procedures

- When the fire alarm sounds, exit the building with your students to their assigned area of the playground.
- Use the safest, most direct route.
- If there are any obstacles or danger in your route, use an alternative route.
- Your good judgment is the rule in any emergency situation.

Fire Exit suggested exit routes from:

Gym: Use any exit in the gym.

Cafeteria and office: Use Door A to Playground.

Speech Room and Room 1, 2, 3: Use Door E to 116th St. OR cafeteria/commons to Door A

Rooms 4, 5, 6A, 6B: Use the 116th Street Doors (Door E) by the alley, Commons Doors (Door A) or the Recess staircase Doors (Door G).

All Second Floor Rooms and Library: Use the closest stairway to your location, exit the doors (Doors E, F, or G) at the bottom of the stairs.

All Classes are to go to the playground area and line up by the area for their grade level.

Please use the following diagram as a guide.



Tornado Safe Areas

When you hear the Tornado Alarm, please go directly to a place of shelter. Use a book, if available for head/neck coverage. Below is an overview of locations. Please see floor plan maps for more specific information.

Room # Place of Shelter

- 1 Counselor's Room (next to staff lounge)
- 2 Outside Room 2 – facing brick wall
- 3 Outside Room 3 – facing stage wall
- 4 Outside Room 4 – facing classroom wall & stage wall
- 5 Outside Room 5 – facing classroom wall & stage wall
- 6a Outside Room 6a – facing classroom wall

- 6b Outside Room 6b – facing classroom wall
- 106 Outside room 1 – facing brick wall
- 107 Hallway inside gym – facing walls
- 108 Girls Locker room in Gym (PE Classes)
- 109 Boys Locker room in Gym
- 110 Outside Rooms 1 & 2
- 111 Outside Rooms 2 & 3
- 112 Outside 6b – facing wall opposite classroom
- 113 Outside rooms 5 & 6a - facing walls
- 114 Outside 6a – facing the wall opposite classroom
- 115 Outside rooms 5 & 6a – facing walls

Food Services Staff – Food storage room

Nurse, Office, Library, & Custodial – Main office workroom

Students in Art, Music, PE, Speech, SPED, or Library are to be taken by the current teacher to their assigned place of shelter as listed above.

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.

Morning meetings will continue to focus on SEL. Staff will continue to refer students to the school counselor or consult with the principal regarding referrals to Regional Mental Health as needed.

Note: Due to Franklin's limitations, the maximum number of desks in a classroom, 6 feet apart, is 10. We have 2 classes that have more than 10 students returning. (11 and 12 are the exact numbers)

Franklin Number of Students Returning

Teacher Name/Grade	# of Students Returning
Alcox - Headstart	5
Dunn - Kindergarten	6
Scoleri - Kindergarten	8
Brough - 1st Grade	10
Barnes - 1st Grade	5
Jendreas - 2nd Grade	9
Majchrowicz - 2nd grade	8
Palko - 3rd Grade	6
Wiening - 3rd grade	10
Bellamy - 4th Grade	9
Demantes - 4th Grade	12
Fausto - 5th Grade	10
Tolliver - 5th Grade	13
TOTAL	110

*Due to the size of Franklin classrooms, we can currently fit 10 desks in each classroom, 6 feet a part. Classrooms with more than 10 students we will socially distance as far as possible but it will have to be less than 6 feet as there isn't enough room.



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.