

Hess Elementary Return to Learn Building Plan

Name of School: Joseph Hess Elementary

Principal: K. Pieta

Students Per Classroom:

| | |
|-------------------------|-----------|
| Kinder, Rm. E112 | 11 |
| Kinder, Rm. E113 | 4 |
| Kinder, Rm. E114 | 4 |
| Kinder, Rm. E115 | 10 |
| 1st, Rm. E104 | 10 |
| 1st, Rm. E105 | 8 |
| 1st, Rm. E106 | 12 |
| 1st, Rm. E107 | 11 |
| 2nd, Rm. D115 | 7 |
| 2nd, Rm. D114 | 5 |
| 2nd, Rm. E102 | 11 |
| 2nd, Rm. D113 | 6 |
| 3rd, Rm. D111 | 5 |
| 3rd, Rm. D112 | 9 |
| 3rd, Rm. D108 | 6 |
| 3rd, Rm. D107 | 3 |
| 4th, Rm. C116 | 8 |
| 4th, Rm. D104 | 6 |
| 4th, Rm. D105 | 6 |
| 4th, Rm. D106 | 4 |
| 5th, Rm. C111 | 7 |

| | |
|-----------------------------|----------|
| 5th, Rm. C112 | 4 |
| 5th, Rm. C114 | 3 |
| 5th, Rm. C115 | 8 |
| Applied Skills, E108 | 7 |
| Applied Skills, E134 | 8 |
| Applied Skills, C140 | 0 |

Arrival Procedures:

Students will arrive no earlier than 8:45. Mrs. Pieta will be at Parking Lot P and will meet students at their cars to let them out one at a time. Ms. Frey will do the same in Parking Lot A. Students will enter one at a time through their assigned doors and go straight to their pods. Our special education paraprofessionals (Kinder Pod-Schindley, 1st Gr. Pod-Littlejohn, 2nd Gr./3rd Gr. Pod-Alcox, 3rd Gr./4th Gr. Pod-Ramirez, 5th Gr. Pod-Broomes, Door A-Franco, Door P-Rigot) will be assigned to each pod and doorway to provide coverage until 8:55. Students will be socially distanced 6 feet apart on floor decals outside of their classrooms. Hand sanitizing stations have been placed at each entrance and in each pod. At 8:55, students will enter their classrooms.

Door Entrances:

| <u>Teacher or Grade Level</u> | <u>Door Entrance</u> |
|--|-----------------------------|
| PACT, Kinder, Fifth & Siblings | A |
| First, Second, Third, Fourth & Siblings | P |
| Walkers-dismiss first at 3:05 | P |

Dismissal Procedures:

Students remain in the classroom with teachers. At 3:00, Mrs. Riley (lead teacher) will walk to each pod to collect students that will be walking home. Students will walk through the halls while remaining socially distanced. Walkers will dismiss out Door P and remain distanced as they walk down the sidewalk. For car riders, each team lead will be given a walkie talkie. Mrs. Pieta and Ms. Frey will radio when a parent has arrived to pick up students. As the car approaches, we will call the students' and siblings' names over the walkie talkie. Those students will be dismissed from their classrooms to walk out their assigned door and straight to their car. This will reduce the amount of students in the hallways and congregating in front of doors. At 3:25, any

students that have not been picked up will be escorted by their teachers to the cafeteria/gym where they will be seated 6 feet apart to wait for pick-up.

Breakfast and Clean Up Procedures:

Kinder and 1st Grade will have bagged breakfast that will be brought to the pods on a cart. For students in grades 2-5, teachers will be assigned a time to take their classes to the cafeteria to pick up bagged breakfast between 9:10-9:30. Only two classes will be permitted in the cafeteria at a time. (The largest class has 12 students returning in-person. Some classes only have 4 students returning in-person. At most, 20 students will be in the cafeteria to collect breakfast at a time.) Dots have been placed on the cafeteria floor to ensure social distancing. Students will grab a breakfast, get back in line on a distanced floor decal, and return to the classroom with their teacher to eat. Students will be required to wash their hands or use sanitizer prior to eating. Hand sanitizing stations are available in each pod. Garbage cans will also be available in each pod. We have additional garbage cans if needed.

Lunch Procedures and Location(s):

All students will be required to wash their hands or sanitize before coming into the cafeteria. There are hand sanitizing stations in each pod and also at the entrance to the cafeteria. Lunch will be in the cafeteria/gym. Lunch will be 30 minutes. Dots will be on the floor to space students for lining up. Individual student desks will be utilized instead of tables to ensure appropriate social distancing. (Therefore, it will not be necessary to have dividers placed on the desks.) We will have 90 desks distanced across the cafeteria (45 desks) and gym (45 desks). We have 170 students returning for in-person learning. Therefore, one desk will be utilized per child per lunch period. The same desks will be utilized for the second lunch period, but will be sanitized before the next lunch period begins. As students enter the cafeteria, one class at a time, students will go to their assigned seats until they can line up. Students will be called to line up on dots that have been placed on the floor to ensure social distancing. As lunch concludes, the custodian will walk to each desk to have students begin throwing away their items. Students will remain seated until the teacher arrives for dismissal from the cafeteria.

Lunch Period A: 11:05-11:35, 2nd Grade Split, 3rd-5th Grade (87 students)

Lunch Period B: 11:45-12:15, Kindergarten, 1st, 2nd Grade Split (84 students)

Recess Procedures and Expectations:

Recess will be at the teachers' discretion. Teachers can hold a 15 minute recess if they choose within the classroom or outdoors. There will be several outdoor areas available: courtyard, small playground blacktop area, large playground blacktop area or grassy area. A schedule will be created for the different outdoor areas. Only one class may use an outdoor space at a time. Teachers may engage students in a "nature" walk,

running socially distanced races, individual exercises or games like Simon Says, etc. Playground equipment or materials (such as balls and hula hoops) will not be utilized at this time. Signage will be posted reminding students that the equipment is not to be used.

Restroom Procedures and Locations:

One student at a time will be permitted in the washroom per the boys’ and girls’ sides. At Hess, the restrooms are in close enough proximity to the classrooms that teachers can stand at their doorways and monitor students walking to the washroom while still monitoring their remaining students in the classroom. Once one student finishes using the restroom, the teacher can release another student from the classroom, rather than lining up the entire class in the hallway for a washroom break. Students must wash their hands prior to returning to class. Bathrooms will be cleaned every hour. Teachers will call the office if they feel a restroom needs attention.

| <u>Teacher or Grade Level</u> | <u>Restroom Location</u> |
|--------------------------------------|---------------------------------|
| K | In the classroom |
| 1-5 | Pods |

Specials Schedule Considerations:

Aides will go to the rooms to cover during a special. For fourth and fifth grade, there are only 46 students returning to in-person learning. In order to provide coverage to all 8 classes during their 9:50-10:20 special each day, students will go to the cafeteria and have staff coverage (Frey/Pieta). They will sit in the same assigned seats that they use for lunch.

Library Book Check-Out/Return Procedures:

Students will be able to check-out books. Ms. Mel will deliver the books to the classroom and collect the books on a cart.

Per Ken Benich:

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):

Teacher will call the nurse. Nurse will decide to either go down to assess the child in the pod or have the student escorted to the nurse's office.

Students with Covid symptoms will be escorted to the nurse's office by staff. The student will be seen by the nurse at the Covid station in the nurse's office. The bed next to the far wall will be used as a Covid station. There is a curtain that will separate the Covid stations from the other two beds in the nurses' office.

Identify the Waiting Area for These Students:

For non-immediate needs: We will have a desk for the student in a visible area where they can wait to be seen by the nurse. In the event the nurse cannot come to the pod, the student will be escorted to the nurse's office. In the event that the nurse is assisting a student with COVID symptoms, the student will wait in the conference room in the main office.

Staff Coverage for: Specials, Lunch, Call Offs

| | | | |
|---|-------------|------------|---|
| 4th & 5th Grade Special | 9:50-10:20 | Cafeteria | Frey & Pieta |
| 2nd Grade Special | 10:30-11:00 | Classrooms | Recess Aides- Coles Dukes Stevens Gomez |
| Lunch Period A: two sections of 2nd Grade, 3rd, 4th, 5th (87 students) | 11:05-11:35 | Cafeteria | Recess Aides- Coles Dukes Stevens Gomez |
| Lunch Period B: Kinder, 1st, two sections of 2nd | 11:45-12:15 | Cafeteria | Recess Aides from 11:45-11:55- Coles |

| | | | |
|------------------------|-------------|------------|---|
| Grade (84 students) | | | Dukes Stevens Gomez Frey & Pieta from 11:55-12:15 |
| 3rd Grade Special | 12:00-12:30 | Classrooms | Recess Aides- Coles Dukes Stevens Gomez |
| Kinder Special | 12:45-1:15 | Classrooms | Recess Aides- Coles Dukes Stevens Gomez |
| 1st Grade Special | 1:30-2:00 | Classrooms | Recess Aides- Coles Dukes Stevens Gomez |

| | | |
|---|---|---|
| Remote Teachers | | |
| Teacher: 2nd Grade In-Person Aide: (RTI aide) | Teacher: 2nd Grade In-Person Aide: Instructional Aide (unfilled, only a 5 hr. Position-requested to change to a 6.5 hour position) | Teacher: 4th Grade In-Person Aide: Mild Disabilities Aide (unfilled, only a 5 hr. position-requested to change to a 6.5 hour position) |

| |
|---|
| Call Offs |
| Teachers will be assigned a teacher “buddy” that will be able to cover for the in-person learners in that teacher’s class in the event that a substitute cannot be secured. |
| In the event there is a need for additional coverage, we may need to utilize our RTI Interventionist and Lead Teacher: Melissa Riley. |

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

Teachers will walk with students on the right side of the hall. Students will be spaced 6 ft. apart. Teachers and students will be assigned the hallway routes they should utilize when traveling throughout the building.

Procedures for Late Arrival and Early Dismissal:

Late Arrivals: Students will enter through Door A. The student will be escorted to his/her classroom by our office staff.

Early Dismissal: The office manager or secretary will call the teacher's classroom to inform of early dismissal. The student will remain in the classroom until any available staff member can arrive to escort the student to Door A.

Tornado and Fire Drill Procedures:

Students will be socially distanced during drills. This will require additional practice time. We will first allow classes the opportunity to practice individually. We will then do practice runs as a school until students understand and are able to implement the appropriate procedures.

| <u>Fire Drill</u> | |
|---|--------------------|
| <u>Rooms</u> | <u>Exit</u> |
| C111, C112, C113, C114, C115 | Door N |
| C116, D104, D105, D106, D107, D108 | Door O |
| D111, D112, D113, D114, D115, D118, D133, E102, E104, E105, E106, E107, E128 | Door P |
| E112, E113, E114, E115, E116, E132, E134, A102 | Door A |
| C140 | Door K |

| <u>Tornado Drill</u> | |
|---|---|
| <u>Rooms</u> | <u>Location</u> |
| C111, C112, C113, C114, C115, C116 | C-Pod Expressway, Hallway by C140 |
| D108 | 3rd Grade Workroom (D122) |
| D111 | 2nd Grade Workroom (D121) |
| D104, D105, D106, D107, D112, D113, D114, D115 | D-Pod Expressway, Hallway by Art Room |
| E102, E104, E105, E106, E107, E113, E114, E115, E116, E132, E134, A102 | E-Pod Expressway, Hallway by Primary Science Lab |

| | |
|------|---------------------------|
| E108 | 1st Grade Workroom (E125) |
| E112 | Kinder Workroom (E124) |

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.

Kindergarten will need to suspend curriculum for at least the first week or two back to school.

1st-5th Grade will continue with regular curriculum, but will utilize the morning meeting time to go over school norms, as well as before and after lunch.

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.