



Return to Learn Plan *Ponca City High School*

- Applies to PoHi students who chose District Option 1
- Implementations based upon recommendations of the CDC and Health Department
 - For more information, visit the following website:
<https://www.cdc.gov/coronavirus>
- **2020-2021 Bell Schedule**

Entrances Open	7:40am		
First Bell	7:55		
First Period	8:00	8:50	
Second Period	8:55	9:45	
Third Period	9:50	10:40	
Fourth Period	10:45	11:35	
Lunch	11:35	12:30	Mid-Bell rings at 12:05
Fifth Period	12:35	1:25	
Sixth Period	1:30	2:20	
Seventh Period	2:25	3:15	Early bus riders released first, followed by grade level

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- **Arrival**
 - Designated entrances and exits to the building will open at 7:40 am, to reduce exposure
 - Sanitation stations with hand sanitizer at each entrance and exit
 - Random, upon request, and self-check temperature process
 - All students need to have a face covering available at school. Face coverings recommended and in some locations face-coverings will be required
 - Social distancing will be practiced
 - **Breakfast**
 - Students may pick up breakfast in the cafeteria and eat in the first period classroom
 - Hand-washing practices will be communicated and encouraged

- **Passing Periods**
 - Bell schedule will be staggered, by grade level, to limit exposure in the hallways
- **Class Periods**
 - Students will follow schedule in PowerSchool
 - Social distancing will be practiced
 - Wipe-down procedures will be implemented with desks
 - Limitations will be placed on sharing items
- **Instruction**
 - Academic instruction will be traditional with supplemental online resources
 - Curriculum will be aligned to state and national standards
 - Distance learning for intermittent closure will occur as needed
 - On traditional school days, parents/guardians should continue to call the attendance office and notify the school if a student is absent 580-767-9500
- **Lunch**
 - Social distancing will be practiced
 - Students will go to his/her homeroom class designated on the PowerSchool class schedule after fourth period at 11:35am
 - Student schedules available to view and print in PowerSchool by August 14, 2020
 - Parents/guardians may still check students out for lunch by calling the attendance office 580-767-9500
- **End of Day Release**
 - Release will be staggered, beginning with early bus riders, followed by grade levels
- **Extracurricular Activities/Athletics**
 - Follow the guidelines of Coach/Director/Athletics Director/Department
 - Use of the auditorium, assembly center, and gyms will be limited to reduce exposure
- **Transportation**
 - School bus pick up/drop off will be near designated entrances
- **Visitors**
 - Enrollment/schedule pick up process will be online. Instructions will be available on PoHi website in August.
 - Access to buildings will be restricted during the school day
 - Meetings will utilize Zoom, online options, or phone conferences, when possible
 - Parents/guardians may continue to check students out by calling the attendance office or picking the student up at the main entrance, but access into the building will be limited

- **Parent contact**

- It is important contact information for parents/guardians in PowerSchool is correct and kept up-to-date (address, email, telephone numbers, and emergency contacts)
- *Remind* messaging service will be implemented by Ponca City High School for increased communication through mass text messages, as needed. Instructions to sign up for *Remind* communication services will be provided on the Po-Hi website <https://pohi.pcps.us/>



Return to Learn Plan

Wildcat Academy

- Students will use the two front entrances. They will arrive and exit out the same door.
- Temperature checks will be done before students enter the building.
- Students will stay in their classroom except for lunch and bathroom breaks.
- Students will use the same computer every day.
- Student desks will be spaced for appropriate social distancing.
- There will be a sanitation station in each classroom.
- Face coverings will be required in the hallway.
- Only one student at a time will be allowed in the restroom.
- Lunch will be as normal with the exception of face coverings required on the bus. Plan B will be sack lunches eaten in the classroom.
- Bottled water will be available. Students may also bring water from home.
- An isolation station will be provided for students who have COVID symptoms.
- All WCA classes will be on-line first semester. In case of a shutdown, students will continue to work on their classes.
- If a school shutdown does occur, students will pick up Chromebooks curbside. WCA teachers will continue to monitor and communicate weekly with parents and students.
- There will be no outside visitors allowed in the WCA building.
- Virtual students that come to WCA to test, will test in a specified area. They will use the same computer each time they test. Those students will also have a temperature check before entering the building.



Return to Learn Plan

East Middle School

Start the School Day

- Face coverings are not required but are strongly encouraged/incentivized and may be worn at any time.
- Breakfast in cafeteria (optional) with socially distanced line and seating. Opens at 7:30am.
- Teachers report at 7:35 and in their classrooms by 7:45.
- Car drop-off and walkers enter through the East Side Doors (students screened for temperature checks or notes from home indicating symptom free).
- Bus Riders through the West Side Doors
- All students “masks-up” entry at 7:45 am and proceed directly to 1st hour class to avoid large congregations indoors.
- Class will start at 7:50 am to accommodate the longer lunch period.
- Students need to bring their own pre-filled water bottle for the duration of day to avoid shared space around crowded water fountains. Water fountains will only be utilized to refill water bottles.

Classroom/Curriculum

- Face coverings are not required but are strongly encouraged/incentivized and may be worn at any time. However, there may be certain areas/situations in which face coverings are required.
- Individual classroom teachers will arrange their rooms to be as socially distant as feasible.
- No “shared materials.” Students will have all items in his/her own backpack needed for classroom activity.
- In addition, all 8th grade students are one-to-one Chromebook, which means each student will have his/her own device and charger to access classroom materials and assignments via Google Classroom.
- Sanitation stations will be available in each classroom to help with both personal contact and shared space for each new classroom.
- We are planning for traditional instruction, and curriculum map aligned to essential standards.
- If we experience an intermittent closure, the back-up plan is to instantly convert to distance learning (Google classroom). Attendance and grading will occur on distance learning days.

Hallway Procedures

- Most close contact social interaction for students typically occurs in hallway passing time.
 - Students will not be assigned lockers for the 2020-2021 school year.
 - Students will NOT be allowed to linger in the halls.

- Students will keep with posted flow-of-traffic to minimize close contact. Hallway and floors will be marked.
- “Masks-up” protocol will be utilized during passing time.
- Again, students will bring their own pre-filled water bottle to avoid shared space around crowded water fountains.

Lunch

- We have added an extra lunch period to alleviate more traffic and allow extra time to serve students in the cafeteria.
 - Socially distanced seating will be implemented with every other seat filled. (both next to and across from one another)
 - Extended space in line
 - Time to clean/disinfect seating areas in between each lunch period
 - Students will not gather in common areas during the lunch period other than the cafeteria.
 - Face coverings will be encouraged unless the student is actively eating.
 - Cellphones will be permitted during lunch only to help students remain socially distant.

Restrooms

- Limit capacity and allow time needed for limited capacity
- Continue to encourage good hand washing procedures

Extra-curricular Activities

- Athletics/Choir/Band/Orchestra: All staff are working with school officials to implement district plan of safest methods of participation

End of School Day

- Staggered exit to facilitate less traffic. “Masks-up” exit.
- Car riders and walkers will exit through the East Side Doors. Students will leave classrooms at 3:05
- Bus riders will exit through the West Side Doors. Students will leave classrooms at 3:10

Distance Learning Days & Attendance

- Distance learning days will be incorporated into the regular calendar by replacing the Professional Development Days on the current 2020-2021 Calendar.
- On distance learning days, attendance will be taken by work/assignment completion in Google Classroom.

Assemblies

- No assemblies will occur during the school day. There will be no use of the auditorium, or gyms. except as classrooms.

Visitors

- Access to buildings will be restricted.

- When parent/guardian meetings are needed we will use Zoom, phone conferences, or social distance if in-person meetings are needed.

Isolation Room

- One room will be designated as the isolation room if a student is ill and is waiting to be picked-up from the campus.

Our primary goal is to create an in-person learning environment with as many layers of precaution to maintain safety for all students, their families, and the East Middle School employees. Many thanks for your patience and understanding. Please contact us with questions and concerns.

Denton Long – Principal
longj@pcps.us



Return to Learn Plan

West Middle School

Arrival

- Doors open at 7:45am
- Walkers and car riders who are eating breakfast will enter through the outside cafeteria doors. Students will get their temperatures checked before entering the cafeteria.
- Walkers and car riders who are not going to eat breakfast will enter through the main doors where their temperatures will be checked before entering the building. These students are to report to their first hour class immediately after entering the building.
- Bus riders will enter through the East parking lot doors. Bus riders who are eating breakfast will go straight to the cafeteria. Those who are not eating breakfast will report to the gym. Students will be social distancing in the cafeteria and the gym until they are released to their 1st hour class.
- First bell rings at 8:06am and class starts at 8:10am.

Passing Periods

- Passing periods will be 4 minutes between each class.
- Students will not be utilizing their lockers. We are encouraging them to have a backpack so they can carry their contents from class to class.
- Face coverings for students during passing periods is strongly encouraged to ensure safety precautions. Students who do not have a face covering are encouraged to “masks up” during passing periods.
- Students will need a water bottle to stay hydrated throughout the day and water fountains will only be used to refill water bottles.

Class Periods

- Students will not be sharing any materials.
- Surfaces in the classroom will be disinfected at the end of each class period.
- Desks and students will be spaced out to accommodate social distancing in the classroom.
- Students are strongly encouraged to wear face coverings, but they will not be required all day. However, there may be times throughout the day when students will need to wear a face covering. All students are encouraged to have a face covering available.
- All WMS staff are encouraged to have a face covering throughout the day.
- Hand sanitizer stations will be set up in the classrooms and throughout the building.

Lunch/Recess

- Lunch will consist of six (6) separate staggered lunches in the cafeteria with the first lunch beginning at 11:10am and the last lunch ending at 1:10pm. Students

will be social distancing while waiting to get their lunch and sitting staggered at the tables. Hand sanitizer will be provided to students during lunchtime and recess.

- Students will have a recess before or after they have their lunch. Recess will be outside, weather permitting. On inclement weather days, students will be in the gym for recess. Recess times will be monitored for social distancing.

End of the day release

- Student release times will be staggered to ensure appropriate social distancing takes place. Bus riders will be dismissed at 3:05pm, followed by walkers at 3:07pm and then car riders at 3:10pm. Bus riders will stand in their bus line using social distancing and be released from the gym doors once their bus arrives. Walkers and car riders will exit through the main doors when they are called to be released. Walkers will be expected to leave campus immediately after leaving the building. Car riders will be social distancing in front of the building until they are picked up. All students will be monitored for social distancing during their release at the end of the day.

Additional Information

- There will be restrictions regarding visitors or guests in the building.
- Parent/guardian meetings will take place via Zoom, phone conferences, or by appointment if meeting in person is the only option.
- Parents/guardians who need to enter the building will have their temperature checked before they are allowed inside the main office.
- Social distancing in the office areas will take place for safety precautions.
- Signs of occupancy limitations will be posted on student restroom doors.
- Reminders of good hygiene (hand washing, coughing in elbow, etc.) will be displayed throughout the building and teachers will be reminding students of this as well.
- Extra-Curricular Activity: Athletics/Choir/Band/Orchestra: All staff are working with school officials to implement district plan of safest methods of participation.



Return to Learn Plan *Washington Pre-K*

School Day

- Building Entrance/Exit
 - Teams (3 classes per team) will use the same entrance and exit for arrival and dismissal. The TSL class will use the front door entrance-several students will arrive/depart on a school bus.
 - A separate entrance will be used for breakfast and for early arrivals.
 - A total of five (5) entrances will be utilized and four (4) exits.
 - Health screenings will be done at all entrances. (See more details under the Health and Wellness Tab)
 - Dismissal will be staggered to allow classes to remain in a small cohort. Spaces will be marked for parents to form lines with appropriate spacing.
 - Contactless sign-out will be used for parents signing students out at dismissal.
 - Parents will have access to maps and diagrams to assist them in knowing where and when to drop off and pick up students.
- Student Movement/Mobility throughout the building
 - Classes will move throughout the hall appropriately spaced in line and should not cross paths with any other classes.
 - Cohort Groups - Alternate Classroom Settings
 - Students will stay with their class at all times, with the exception of special services.
 - Social and Physical Distance Guidelines
 - Classroom
 - Social distancing protocol will be followed within the classroom. For example, during whole group learning times students will be spaced for appropriate social distancing. Floor desks and clipboards will be used to allow for appropriate spacing during work times.
 - Recess
 - Classes will alternate use of the separate playground spaces. The playground area offers various play spaces. Equipment and structures will be sprayed/wiped with sanitizer each morning and afternoon. Students will sanitize hands before entering the building.

- Meals

- Breakfast and lunch will be served in the cafeteria. Students will be spaced appropriately when receiving their meal and at the check-out desk. Two classes will sit appropriately spaced in the cafeteria while one class sits in the gym or outside (weather permitting).
- Lunch recess will be handled in the same manner as morning recess.

School Operations

- Management and Communication
 - The site leadership team consists of 4 teachers, the principal consults with the team who then communicates with the rest of the staff frequently.
 - We will incorporate parents for consultation through this committee shortly after school has begun. Parent input will be critical in continued planning and trouble shooting.
- Distribution of Devices during closure (quick turnaround)
 - Devices will be distributed along with our learning bags upon a closure. The bags will also have materials for at home activities and lessons. iPads will be included for those who need a device. Parents will indicate whether or not they need a device during our orientation time (Meet Your Teacher Night will be held outside).
- Communication Protocols
 - We will follow district communication protocol in addition to the use of our school and classroom FaceBook pages. All teachers will be required to implement and utilize an electronic communication procedure (Remind App, DoJo, FaceBook). Parents will sign up for the electronic communication during orientation.
- Teacher Coverage (Subs, Services, multi building teachers, staff outages)
 - We will use subs when available; if no sub is available, we will use assistants to cover classes if available. We will seek district guidance if a class does not have coverage.
- Related services delivery (teacher/para/other supported) if provider is quarantined due to classroom/site closure but other students are at school
 - We will follow the district plan.
- Isolation Station for Positive Temp Check or Symptoms
 - We have a nurse's station available for an isolation room. If that room is occupied by another student, we will use an alternate empty area.

Health and Wellness

- Student/Staff Cleaning Responsibilities
 - A classroom cleaning schedule will be implemented. This will include the restroom and sink in the classroom.
- Communal Supplies
 - Students will use individual supplies such as pencils, markers and glue. Manipulatives may be shared but will be cleaned after each use.
- PPE & Face Coverings
 - Students should bring a face covering to school so it is available. When appropriate, staff may wear face coverings as an extra layer of protection.
- Screening of Students/Staff
 - Daily temperature screenings will occur at each entrance; parents must walk children to the door and wait for temperature clearance. After the first full week of school, we will implement screening slips and parents will monitor health and check temperature. Teachers will collect slips upon student entrance. We will alternate among groups who will self-screen and screen at the door. Staff will self-monitor daily. During temperature checks, fevers will be documented and relayed to the office.
- Hand Sanitizing
 - Hand sanitizing will occur before entering the building at all entrances.
- Entering office procedures
 - Guests and parents will be held in the vestibule and can communicate using the intercom, business such as payments or records can be dropped in a drop box in the vestibule. Sign-outs will be handled in the same manner.
- Pull-out/resource room procedures from classroom to classroom
 - Pull-out services are typically only used for physical, occupational and speech therapies. Groups are smaller than 5 typically. Teachers may wear masks for an extra layer of protection. Students will be spaced appropriately.
- Visitors, volunteers
 - Visitors and volunteers are not permitted at this time.
- Classroom layout
 - Students will utilize as much floor space as possible for appropriate spacing. Floor desks and clipboards will be implemented to allow some students to work at desks/tables.
- Specials Classes

- A gym schedule will be followed and equipment will be cleaned after each use.
- Restroom protocol
 - Communal restrooms will be closed. Classroom restrooms will be used. Restrooms will be cleaned using a cleaning schedule throughout the day.
- Signage/Communication of protocols
 - Signs will be posted at all entrances with protocol outlined.
- Communal Areas/ Assemblies
 - Assemblies will be live streamed or pre-recorded and viewed from inside the classroom.
- Parental involvement activities/ Programs
 - Activities and events will be done virtually until further notice.
- Hydration/ Water Fountains
 - Hallway water fountains will be closed. All of our classrooms have a drinking fountain that will also be closed. Signs will indicate closure as well as bags or plastic coverings over the fountain. Students will either use a personal water bottle, a cup, or will have a water bottle provided. Water will be available in classroom sinks.
- Scheduling staff to supervise students
 - During arrival, staff will be placed at each entrance, throughout the hall (to assist students in getting to class), in the cafeteria, gym and in classrooms.
- Staff Breaks/Planning Periods
 - Teachers will have a 30-minute duty free lunch break while the assistant supervises students eating. Support staff takes a lunch break while students are having their rest time. Teachers plan time is after dismissal.
- Accommodations for vulnerable staff
 - Staff members in need of special accommodations in regard to COVID-19 should make arrangements with the principal.

Teaching/Learning/Closing the Achievement Gap

- Training of Students on Devices
 - Students will train on devices the first full week of school.
- Teacher/Family Communications
 - Teachers will use an electronic communication system (DoJo, FaceBook, Remind App) to communicate with families both while we are open and if we are closed. The site principal and designated

admins will regularly provide announcements, happenings, celebrations, etc. on our school FaceBook page.

- Curriculum Work (Standard Analysis for Priority)
 - Teachers will begin working on standard analysis during our PD day in August and during weekly PLCs.
- Familiarity with platforms
 - Students will practice with platforms the second full week of school.
- Formative Assessment Remediation/Intervention Virtual
 - Assessment timelines will be reviewed and modified if necessary during PLCs.



Return to Learn Plan

Garfield Elementary

Entering the Building (7:45 - 8:00)

- Students will line up outside the building on nice days and have a line inside the building during inclement weather. There will be paw prints painted outside to keep distance between students entering the building.
 - Kindergarten Door - Kindergarten and 1st
 - Northwest drop off
 - Cafeteria Door - 4th and 5th Grade
 - Southwest door by the cafeteria
 - Front Door - 2nd and 3rd
 - East side drop off
 - There will be adults outside at 7:40 to help students practice social distancing as they wait for the doors to open.
- The 3 outside doors will open at 7:45 am and students will have their temperature checked and be directed to their classrooms where they will have the option to eat a sack breakfast.
 - If a student has a temperature of over 100.0 degrees they will either be sent home with their parents if they are still there or sent to our symptom station in the office until someone can come pick them up.
- They will be met at their classroom by their teacher and offered a no-contact greeting such as an air high five or a wave.
- Students will either wash their hands or get hand sanitizer before sitting down.
- After 8:00 students will need to enter through the front door on the East side to have their temperature checked before entering the building.

Morning Assembly (8:00 - 8:10)

- Morning assembly will be digital from the classrooms on Monday through Thursday.
- Friday we will have a special assembly that will include birthdays and our Friday showcase class showing something they are doing in their classroom. These will be put on our website as well as our school Facebook page so our families can join with us

Front Office

- We will be using the intercom system between our office and our waiting vestibule as much as we possibly can. Parents/visitors will show id's through the

class and secretaries will sign the students out in the office. If coming into the building needs to happen we will require a face covering to enter. (ex. if a parent has a meeting or needs to administer medicine.)

- At this time there will be no visitors or volunteers within our building. If a parent needs to set up a meeting we can do so virtually or via zoom. If an in-person meeting needs to happen we will screen the parent/guardian and will require a face covering as well as practice social distancing for the meeting.

Classroom

- Classroom will be arranged for social distancing and will be using their own supplies.
- Students will have their own personal 3-ring binder that will go to and from school every day.

Specials (Art, Music, Gym)

- Students will be going to specials as normal, but they will be practicing social distancing within those classes.

Hydration/Water fountains

- Students are encouraged to bring a water bottle with a lid they can open and close by themselves. Please write the student's name on the water bottle.
- Water bottles will need to be taken home periodically to be cleaned and brought back the next day.
- Water is the only thing allowed in the water bottles.

Isolation Room

- Students who show symptoms, or have a fever of 100.0 or higher, will wait for a family member to pick them up in an isolation room off of the office.

Face Coverings

- Face coverings will not be required through most of the day, but there will be times a face covering will be required to keep everyone safe.
- All students are encouraged to bring a face covering

Hand sanitizing

- Our staff will make sure students have several opportunities throughout the day to wash their hands and/or sanitize.

Lunch / Recess

- We will alternate the two classes of the same grade for lunch and recess.
 - Class A will have a 20-minute recess outside while class B will have a 20-minute lunch inside. We will then switch and class B will come inside and have lunch while class A goes outside for recess.

Parent communication

- We will be using the app called ClassTag and you are more than welcome to download this now, but we will help at Meet the teacher night.

Meet the Teacher Night

- Garfield Elementary will be having an outside and properly spaced, for social distancing, meet the teacher night to welcome students to our school.
- The date and time is TBD but will be held at Garfield Park.

Exit procedures

- At 2:55 we will start dismissing walkers with adults outside monitoring.
- At 3:00 teachers will walk students outside and spread students out.
 - Kindergarten, 1st, 2nd, and 3rd grade pickup will be on the Northwest side by the kindergarten rooms.
 - 4th and 5th grade car riders will be picked up in front of the school on the East side.
 - If you have a 4th or 5th grader with younger siblings they will continue to go out back with K-3rd grade.

Distribution of devices during a closure, should the need arise.

- Students will be assigned a Chromebook on day 1 of school.
- In the event of a closure or even a classroom having to quarantine for a period of time, we will schedule a pick up / drop off times for families to get the needed items to be able to successfully complete distance learning from home.
- Students will be using Google Classroom as their platform. Practice days will be scheduled at school so students feel comfortable with technology in the event of intermittent closure.



Return to Learn Plan

Liberty Elementary

Entering the Building in the Morning and Breakfast:

- Students will be allowed in the building through the West entrance at 7:30. Students who are eating breakfast will go directly to the cafeteria and will enter through the west door. They will get their breakfast and distance by sitting in every other seat. When finished they will exit through the east side of the cafeteria and go directly to their classroom.
- Students not eating will sit in the hallway spaced apart for social distancing purposes.
- Students arriving after 7:40, will go directly to their classrooms or pick up their breakfast and take it to the classroom to eat.

Morning Assemblies:

- Teachers/students will lead morning assemblies in the classroom during their morning meeting.

Classroom:

- Classroom will be arranged for social distancing and students will be using their own supplies.
- Face coverings are recommended, but will not be required all day. However, we ask that all students have a face covering at school because there will be times when face coverings are required.
 - Students will keep their face covering in their pencil box and will be sent home each Friday to be washed.

Lunch / Recess:

- Lunch schedules will be staggered and extended within each grade level to allow for fewer students in the cafeteria at one time.
- Tables will be spaced to allow for appropriate social distancing and students will sit in every other seat.
- Recess: Students will exit through cafeteria doors on the west side of the building.
 - Each class will have their own playground equipment and will be sanitized after each recess.
 - Students will play in playground zones to allow for appropriate social distancing.
 - There will be a rotation for group sports on the back playground.
(Basketball, Kickball, Tetherball, Foursquare)

Exit Procedures:

- Walkers and car riders will be dismissed at a time to minimize gathering of students at the end of the day.
 - 5th grade – 2:55
 - 3rd grade – 2:56
 - 4th grade – 2:57
 - Kindergarten – 2:58
 - 1st grade – 2:59
 - 2nd grade – 3:00
 - West Lot – 3:01 – Students in gym spaced for appropriate social distancing
 - South Lot – 3:03 – Students will be outside and spaced for appropriate social distancing

Specials: (Art, Music, Gym)

- Students will be going to specials as normal, but they will be practicing social distancing within those classes.
- Instruments and equipment will be rotated and cleaned.

Hydration/Restrooms:

- Students are encouraged to bring a water bottle with a lid they can open and close by themselves. Please write the student's name on the water bottle.
- Water bottles will need to be taken home periodically to be cleaned and brought back the next day.
- Students in grades K-2nd will use restrooms in the classroom and these will be cleaned multiple times throughout the day.
- Students in grades 3rd-5th will have scheduled restroom breaks to allow for restricted numbers.
 - 3rd graders will use restrooms on west side.
 - 4th graders will use restrooms on east side.
 - 5th graders will use restroom on north side.

Student Screening:

- Support staff and teachers will screen students for temperature each morning as they are greeted.

Isolation Room:

- Students who show symptoms, or have a fever of 100.0 or higher, will wait for a family member to pick them up in an isolation room off of the office.

Sanitation:

- Our staff will make sure students have several opportunities throughout the day to wash their hands and/or sanitize.
- Tables and desks will be cleaned frequently throughout the day.
- Student's supplies will be cleaned each day.

- Specials classes will be cleaned after each class leaves. Classes may be lengthened to allow for disinfecting.

Social Emotional Needs:

- Deliberate implementation of previous trauma training
- Use of PBIS and Restorative Discipline strategies for building and maintaining positive learning environment and relationships with students.
- Utilization of partnership with Grand Lake and other counseling services.

Student Mobility in Building:

- Students will always walk on the far right side of the hallway at arm's length from each other.

Communication:

- We will communicate with parents through the Remind App or a similar app, newsletters, and emails to communicate with parents.
- Signage will be posted throughout the building to explain protocol and procedures to assist students and staff.

Meet the Teacher Night and other Parental Involvement Activities:

- Meet the Teacher Night will be outside on August 17th from 5:00-6:30. Each classroom teacher will have a table set up with needed back to school information for families. The principal, specials teachers, special education teacher, instructional coach, and counselor will have class lists and assist families & direct them to their teacher's table.

Visitors and Office Protocol:

- Office staff will assist visitors in the vestibule.
- Office staff will come to classroom to assist students rather than teachers sending them to the office.

Distribution of devices during a closure, should the need arise:

- Students will be assigned a Chromebook on day 1 of school.
- In the event of a closure or even a classroom having to quarantine for a period of time, we will schedule a curbside pick-up for families to get the needed items to be able to successfully complete distance learning from home.
- Students will be using Google Classroom as their platform. Practice days will be scheduled at school so students feel comfortable with technology in the event of intermittent closure.

Vulnerable Students or Staff Members:

- Students or staff members in need of special accommodations in regard to COVID-19 should make arrangements with the principal.



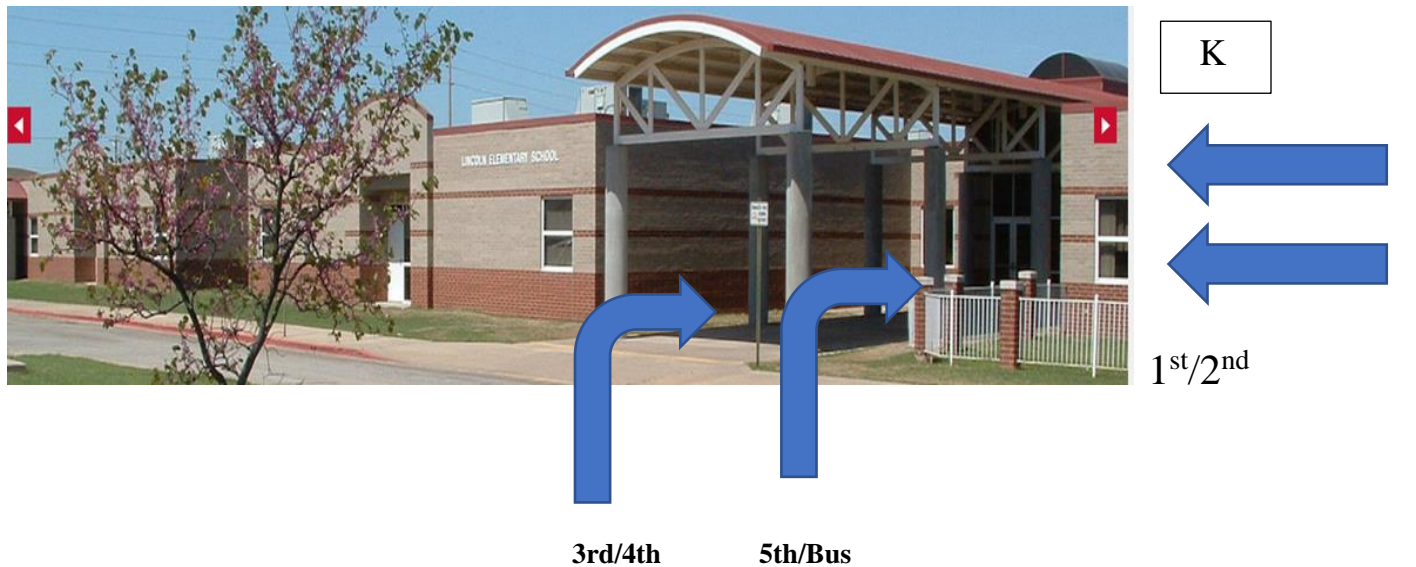
Return to Learn Plan *Lincoln Elementary*

It is vital for parents of Lincoln students to have a way to communicate daily with the Lincoln staff daily when the needs arise. Class DOJO is Lincoln's first mode of communication with Lincoln families. We also communicate via Facebook, PCPS App, letters, PowerSchool, and phone calls/text message/or email.

Layers of Protection for Student and Staff Safety:

Building Entrance:

- Students may begin entering the building at 7:35, although we would like for them to arrive at 7:45 or later is possible.
- Kindergarten will enter using the east entrance of the building, the furthest north door.
- First and Second grade will enter using the east entrance of the building, the furthest south door.
- Third and fourth grade students will enter at the front doors on the west side, fifth grade and bus students will enter at the front doors on the east side. We will have signs posted.



- Students will stand outside or sit on marked spots if they arrive before 7:45
- All students will get their temperature checked as they enter. If a student has a temperature of 100 degrees or more, the name, date, and time of screening will be documented. That student will be sent home until fever free for 24 hours. All

doors, except to the office, will lock at 8:00 AM. Students arriving late will be screened in the office before going to class.

- Upon entering the building, students will either go directly to their classroom, or to the gym if they are eating breakfast.
- Students who eat breakfast will line up on the floor markings in the gym to get their breakfast. Breakfast will be “grab and go”. Students will take their breakfast to the classroom.
- All kindergarten students will enter the building and go to the cafeteria, whether they are eating or not.
- All bus students are required to wear a face covering on the bus. They will get temperatures checked before they get on the bus.
- Entrance doors will be propped open until we lock up. After 8:00 AM, students will enter the building at the office doors.

Student Movement/Mobility throughout the Building:

- All classroom and bathroom doors will be propped open throughout the day.
- Assemblies will begin at 7:55 and will be delivered in classrooms through the intercom and will include: Pledges, moment of silence, announcements.
- **Hall:** Students will be instructed on how to stay an appropriate distance apart while in line (arm’s length apart to help as a visual-called Wildcat Walk).
- **Classroom:** Students desks will be spaced for social distancing, and desks will be in rows facing the same direction.
- There is a 10-minute interval scheduled between specials classes to minimize hall traffic.
- Grade levels will be assigned entrances and hallways to utilize for access to specials classes.
- All classrooms will have a sanitation station where students will clean hands before and after specials.
- All grade levels will have designated restrooms with a maximum of four (4) students at a time in a restroom. Kindergarteners have restrooms in the classroom that will be utilized. Handwashing will be a top priority and custodians will clean the restrooms multiple times throughout the day.
- Students who go to a resource classroom or RTI will be picked up by a staff member. They will walk through the hall using proper spacing in a single file line. Children will be spaced for social distancing in any classroom they use and will wash their hands when they leave and return to the classroom.
- All resource or specials teachers will disinfect their rooms between each class. (sanitize desks or tables).
- All students will have their own supplies. There will be no sharing of materials. Students will need to take their pencil box or pencil bag to the art room with them, also do the same for their SPED class.
- Any student who has a temperature of 100 degrees or higher will be sent home for a minimum of 24 hours. Office staff will keep a notebook on temperatures, date, name of child, and time.

- Any student who has a fever will wait in an isolation room in the office. If there is more than 1 student with a fever, the principals' offices will be used to hold students in.
- Students are encouraged to bring a water bottle from home each day. Students will be able to fill their bottle up during the day if needed from the water fountain within their own pod.
- Staggered lunch schedules and appropriate social distancing will allow us to minimize traffic in the cafeteria and at times, students may eat in the classroom. Students will sit every other seat and alternate on the opposite side.
- **Recess:** Our playground will be divided into six (6) sections. (Big Toy, Little Toy, Track, grass area, blacktop primary, blacktop intermediate) One class will be on a section at a time. These will be scheduled and rotated.
- Staff will have multiple areas available for them to social distance during their lunchtime.
- We encourage students to wear a face covering at school and we encourage all students to have a face covering available at school. However, there may be face covering zones for situations requiring closer contact for more than 15 minutes. but it will not be required all day. Face Coverings can be made from sheets, scrap material, etc. Measurements for a child needs to be cut 18" x 18".
- Signage will be posted to encourage social distancing, hand washing, and avoiding touching the face will be posted throughout the building.
- If someone tests positive for Covid, the health department will notify the superintendent, but the name of the person will be kept confidential. The superintendent will give the school directions.

Dismissal:

- All students will remain in the classroom until called. Walkers will start being dismissed at 3:00 pm by grade level. They will wait for their siblings on the grassy area at the southeast corner of the building before walking home.
- Bus and daycare students will remain in the classroom until called over the intercom.
- Car riders will be called over the intercom. When their name is called, they will immediately proceed to the east parking lot doors.

Student/Staff Cleaning Responsibilities: We will encourage students and staff to make sanitization a priority.

- Our custodian will frequently clean the bathrooms.
- Each classroom will have disinfectant spray available.
- Trash will be gathered and placed in the hall after eating in the classroom.
- Playground equipment will be sprayed at the beginning of each day.

Entering office procedures:

- We are going to use our vestibule as much as possible. Parents/visitors can be communicated with using the intercom. We will request IDs be shown through the glass so we can check to make sure they are on the pick-up list. Secretaries will sign the students out. If someone needs to come in, we will have markings

on the floor to help with social distancing, and require a face covering to enter. (For example: A parent comes to bring a student's medicine.)

Visitors, volunteers:

- At this time, visitors/volunteers will not be allowed. We will do curbside/vestibule delivery if needed to pick up supplies. If a parent needs to schedule a meeting, we will screen temperatures upon entering and require a face covering. We will encourage appointments to be made in advance.

Parental Involvement:

- Meet-Your-Teacher will be a phone call from the teacher on August 17th. Teachers will call the family of students to welcome them to their classroom and will provide specific and relevant information for each student.
- Other necessary Parental involvement nights/meetings will take place via Zoom or Facebook Live until further notice.

Staff Breaks/Planning Periods:

- Staff will social distance on breaks. We have tables in a couple of our empty classrooms that can be used for staff to eat lunch. Planning periods will be "normal."

Accommodations for vulnerable students and staff:

- Students or staff members in need of special accommodations in regard to COVID-19 should make arrangements with the principal.

Operations

- **Distribution of Devices during closure (quick turnaround):** Devices will be assigned to students on the first day of school. In the event of an intermittent closure, necessary equipment will be provided to families through immediate, scheduled curbside delivery.
All instruction will continue virtually for as long as the shutdown continues and there will be attendance and work completion expectations and the days of closure will count as instructional days.

Teaching/Learning/Closing the Achievement Gap

- **Training of Students on Devices:** This will be a procedure introduced on the first day. To practice for an intermittent closure, "Tech Tuesdays" we will go digital and practice online platforms as if we were at home. PD days will also be distance learning days and will count as an instructional day and district grading policies will be followed.
- **Formative Assessment Remediation/Intervention Virtual:** Interventions will focus around Imagine Learning, CFAs, and Phonics and Phonemic Awareness skills.

- **Software Platforms:** ST Math, Imagine Learning, Freckle, Ren Place practice with students using Google Classroom every day for some kind of lesson or activity.

Whole Child/Social Emotional Learning

- We will use our action plan for transforming high risk learners, strategies from previous trauma training, and a focus on relationship building.



Return to Learn Plan ***Roosevelt Elementary***

Healthy Lifestyle Practices – As a building, we will utilize common, consistent language around five (5) practices:

- 1.) Proper Hand Washing & Hand Sanitizer
- 2.) Coughing and sneezing properly
- 3.) Social distancing
- 4.) Exercise & Sleep
- 5.) Hydration & Nutrition

Beginning of the Day – (7:30)

- All students and will be screened for temperature checks daily.
- Students will report daily to assigned check-in location.
(Roosevelt circle drive, Poplar Street, Highland SW front corner)
- Screeners will be wearing face coverings and/or shields to temp check students.
- Kdg-1st students will be met by an adult at the car.
- Only students will be in health screening lines, utilizing social distancing, until screened.
- Cleared students will hand sanitize and report to assigned spot on blacktop.
- Breakfast eaters will grab meal and go to their assigned spot.
- Teachers will meet students on blacktop.
- At completion of flag salutes, students will enter building with teachers.
- Inclement weather will require check in at students' assigned door.
- **8:00 -- Tardy Students must check in through the office.**
- Parent/Guardian of tardy students will need to call 580-767-8060 and arrange to meet staff outside for temperature check and sign in.

Students with Fever –

- Immediately utilize a face covering (check in, classroom, office)
- Screening results indicating a fever of 100 degrees or higher will be reported to the office, and the students will wait in the isolation room until they are pick-up.
- Office will arrange to meet parent outside of school for signature and pick up.

Travel Patterns –

- Classes will enter and exit the building only through their assigned door.

- Lockers and restrooms are assigned utilizing social distancing within travel patterns.
- **PE** classes will be outside every day. Classroom and specials teachers will exchange students on the playground.
- **Inclement weather PE** -- in gym utilizing social distancing practices & travel patterns
- **ART** will be delivered through technology or projects done outdoors.
- **Music** will be offered in classroom and in music room with appropriate social distancing marked and sanitizing routines.

Supplies -

- Supplies will be individualized in the classroom and specials. No sharing will be allowed.
- Water bottles will be provided by the student and prepared at home daily by the family.
- FISH Folders with completed assignments will be sent home one day a week.

Lunch/Breakfast/Recess –

- Students will be escorted to and from the playground by the classroom teacher.
- Lunch counts recording student choice of hot or cold will be taken every morning.
- Students will pick up their chosen meal and report to assigned location.
- All meals will be eaten outside as long as weather permits.
- Inclement weather lunch will be on a floating schedule between cafeteria & classroom dining.
- Time will be built in to allow for sanitation of tables between classes and to prevent students meeting or passing in the hall.

Library Books

- Librarian will bring books to the classroom for students to select.
- Teacher/Students may request books.
- All books will be stored for 72 hours before returning to circulation.

Small Group Instruction

- Small groups will require a combination of face coverings, shields, and/or plexiglass.
- At completion of group, hand sanitizer and surface sanitizing will be practiced.

Visitors

- At this time, only required meetings and visitations will be allowed.
- Students will be delivered to families by staff.

- Anyone entering the building beyond the corridor will be screened and will need a face covering.

End of the Day – 3:25

- Students will exit the building according to grade level and their assigned door.
- Students will be picked up at the same location they were dropped off.
- Families will arrange meeting points for siblings outside.
- Early checkouts need to be arranged before 2:45 to limit increased contact.

<>< Students will hand sanitize in and out of classrooms daily, building a layer of protection.

<>< Students will have an active role in sanitizing desks and other surfaces within their daily routines.

Students need to have a face covering available at school. Face coverings are strongly recommended, but will not be required all day. However, there may be “face covering zones” where face coverings are required. Students are welcome to wear a face covering all day if preferred.



Return to Learn Plan

Trout Elementary

PPE and Face Coverings:

- Students and staff are encouraged to wear face coverings. Students are encouraged to have a face covering available at school.
- Shields will be installed in front of the secretary and CNP secretary.

Arrival Procedures:

- Doors will open at 7:35 a.m. Breakfast line will enter first.
- K & 1 will enter through the primary wing
- 2-3 will enter through the front doors (left side)
- 4-5 graders will enter through the front doors (right side).
- Bus students will enter through the side door of the front entrance
- Students will stop at their lockers and go directly to their classrooms.

Temperature Checks:

- There will be temperature checks for every student at Primary Wing entrance and the Front Door entrance.
- If student has a temperature of 100 or more, the student will be sent to the office with a ticket with the temperature written down. Temperature will be taken again at the office. Parents will be called to pick-up students with temperature of 100 degrees or higher. Children must be fever free for 24 hours to return to school.

Visitors and Volunteers:

- At this time, no visitors or volunteers will be allowed in the building. Use of facilities are cancelled until further notice.
- Office Staff will provide a basket by the kiosk. Parents will be encouraged to leave items in the basket and office staff will retrieve it.

Breakfast:

- Students will enter the cafeteria on the primary wing side, eat breakfast in the cafeteria and go directly to their classrooms.

Morning Procedures:

- For the first month, the flag salute, OK pledge and minute of silence will be led over the intercom. We have a Phase-In Plan for classes to record assemblies and post to class FB pages.
- All assemblies/programs are cancelled until further notice.

Social Distancing:

In the hallway:

- Procedures will be taught to distance an arm's length behind the person in front.

In the classroom:

- Desks and students will be spread out to allow for social distancing.

Restrooms:

- Classroom restroom breaks will be scheduled to minimize traffic.
- A hand sanitizer table will be outside the restrooms. K and 1st grade will utilize their classroom restroom as much as possible.

Water Fountains:

- Signs will be posted above the fountains. Fountains will be used only to fill up water bottles.

Special Services Classes:

- Students will be pick-up from classrooms to go to special services classes.
- We will encourage all meetings to be via Zoom. If a parent requests a face to face meeting, we will gladly schedule that in the orchestra room, but face coverings are required.

Music Classes:

- Classes will meet in the music room.
- Teachers will walk the students to class and be punctual with pickup times.
- All community music programs are cancelled until further notice.

Art Classes:

- Classes will meet in the art room.
- Teachers will walk the students to class and be punctual with pickup times.

PE Classes:

- Classes will meet in the gym. The teacher will take classes outside whenever possible.
- Teachers will walk the students to class and be punctual with pickup times.

Planning Periods for Teachers:

- Teachers will continue to have their plan periods and/or meet in PLC groups. We will socially distance the PLC members in Room 1.

Lunch for Students:

- Students will be seated at every other seat. We have 17 tables in the cafeteria allowing for 104 students to be seated at a time.
- Students in 3rd, 4th, and 5th grade will eat outside as much as possible.

Lunch for Staff:

- Staff may use the microwave/refrigerator in the lounge.
- Staff are encouraged to social distance during lunch.

Lunch Recess:

- Students will be supervised outside. We will utilize the primary playground and the back playground.
- Zones will be rotated with a blue/red rotation system to allow students to social distance. Blue is for even numbered grades and Red for odd numbered grades.

Cleaning:

- Teachers have a disinfectant bottle in their classroom. The custodians will be available to refill it. They are encouraged to disinfect throughout the day.

Student Dismissal:

- K students will be released through the Primary wing at 3:00. Parents will come up to the door to pick them up.
- First grade, single car riders will be dismissed to go to the gym at 3:10.
- Multi-car riders will be dismissed out the front door. We are socially distancing the students by families to wait for their rides.
- Bus students will be dismissed and sent to room #16. They will go outside to the primary playground as soon as the parking lot clears.
- Cat Care is available for students after school. The program meets in the cafeteria.

Prep and Practice for Distance Learning:

- Techy Tuesday (T and T) will allow for students to practice with the teacher in the event of an intermittent closure. Part of this day will focus on logging in to the various platforms (ST Math, Imagine Learning and Renaissance suite) and working independently.
- Google classroom is an expectation in every classroom.

Meet Your Teacher:

- Teachers will plan a face-to-face meeting with their students. The meeting will be outside. Tentative date: August 17, 2020.
- All teachers are asked to prepare a short Welcome to Trout video which will be posted on FB.
- Appointments will be scheduled for our new families to allow the family and student to see our school. Face coverings will be required.

Emotional Learning:

- The site counselor will be connecting with students during the first two weeks of school. Recommendations to outside agencies will be made if needed.



Return to Learn Plan ***Union Elementary***

Health and Wellness

Screening of Students/Staff: Staff will be responsible for screening themselves prior to entering the building (at home or at school). We will have four stations set up by grade level to screen students upon entry. (SPED at south entrance by safe rooms, K/1 between Kindergarten rooms just south of main entrance, 2/3 just north of main entrance, and 4/5 near north entrance but away from double doors). We will “mark” students in some way to show they have been screened (sticker or give them a ticket). In the case of inclement weather, students may have to enter the classroom and be screened inside. If that is the case, grade levels will share thermometers. If a student has a temperature of 100 degrees or more, the name, date, and time of screening will be documented. This will help with the 24-hour fever-free practice. Late students will be screened in the office before going to class.

Building Entrance/Exit: Entering: Students will begin entering the building at 7:35. Students will enter the building using the outside doors to their classrooms. We are going to put distinguishing features on the doors to help students find his/her way early in the year. For example: You will enter the door with the penguin on it. The only exceptions to this are as follows: All self-contained SPED students will enter through the south entrance by the safe rooms. 1st grade students will enter the main school doors.

Dismissal: Students will exit using the same doors they entered for dismissal. We will use our indoor dismissal plan (Call names of students) for dismissal. This should help eliminate large numbers of student/parent groupings. Bus students can be distanced in the cafeteria/gym for the short period of time they wait. Late bus students will stay in the room until called. Daycare students will stay in the classroom and be called for like car riders.

Student Movement/Mobility throughout the building: In most cases, our specials are going in grade level order. This will help in teachers seeing when others are in the hall in many cases. When we cannot see the other class, we will rely on timeliness. For example: 4th grade teachers will see when the 5th graders are back from specials to know that they can now be in the hallway. We are also going to utilize our outside doors and travel outside when possible.

Cohort Groups - Alternate Classroom Settings: We will schedule a Title 1 assistant at different times in each classroom to help with interventions. The alternate locations will be the same each day. We will give time in between groups to clean tables, etc.

Social and Physical Distance Guidelines:

- **Hall:** Students will be instructed on how to stay an appropriate distance apart while in line (arm's length apart to help as a visual). When lines pass, they will stay on "their side of the hall."
- **Lunch:** We will have an A/B lunch schedule. Students will sit every other seat and alternate on the opposite side so that no one is directly in front of each other during lunch. If it is not a student's week to eat in the cafeteria, they will eat in the room or outside, weather permitting. We will put tape on the cafeteria floor to effectively social distance.
- **Classroom:** Students desks will be as far away from one another as space permits. They will be in rows facing the same direction. Teachers may elect to put tape on the floor to help with lining up and keeping an appropriate social distance.
- **Recess:** Our playground will be divided into 3 sections. (Goalpost and north, south of goalpost to the fence, which includes the walking track, and small playground) One class will be on a section at a time. These will be scheduled and rotated.

Staggered, modified, or extended lunch schedules/recess: We will have an A/B lunch schedule. Students will sit every other seat and alternate on the opposite side so that no one is directly in front of you during lunch. If it is not a student's week to eat in the cafeteria, you will have the option of eating in the room or outside, weather permitting. Teachers will have a duty-free 30-minute lunch. Someone will be assigned to do lunch duty for each individual class. All students will get a scheduled recess sometime throughout the day. If students eat lunch in the cafeteria, they will go outside for recess during their "normal" time. If students eat lunch in an alternate setting, they will have recess at a modified time.

Student/Staff Cleaning Responsibilities: We will encourage students and staff to make sanitization a priority.

- Our daytime custodian will be given a schedule of bathroom breaks so restrooms are cleaned between each group.
- Each class will have individual soap bottles so that either the teacher or designated "soap squirter" will be in charge of the soap. This will cut down on the number of people touching the pumper.
- Trash will be gathered and placed in the hall after eating in the classroom to eliminate smell and to make it easy for pick-up.
- Playground equipment will be sprayed at the beginning of each day.

Communal Supplies: Students will have individual supplies and not share property. Boxes/pouches will be taken to art so students will have what they need in the art room.

PPE & Face Coverings: Face coverings will be required for students in a small group setting like interventions or table time. All students are encouraged to have a face covering available. There will be some areas designated as face covering zones.

Entering office procedures: We are going to use our vestibule as much as possible. Parents/visitors can be communicated with using the intercom. We will request IDs be shown through the glass so we can check to make sure they are on the pick-up list. Secretaries will sign the students out to eliminate germs on pens. If someone needs to come in, we will have markings on the floor to help with social distancing, and require a face covering to enter. (For example: A parent comes to bring a student's medicine.)

Pull-out/resource room procedures from classroom to classroom: Resource teachers will pick students up for services. Tables will be cleaned prior to the next group coming. Students will distance in the room. If devices are needed, they will bring the one assigned them from their classroom.

Visitors, volunteers: At this time, visitors/volunteers will not be allowed. PTA meetings can be done through Zoom. We can do curbside/vestibule delivery if needed to pick up supplies. If a parent needs to schedule a meeting, we can screen them upon entering and require a face covering. We will encourage appointments to be made in advance.

Classroom layout: Students desks will be as far away from one another as space permits. They will be in rows facing the same direction. Teachers may elect to put tape on the floor to help with lining up and keeping an appropriate social distance.

Special Ed classrooms will continue to use tables and students will spread out around the classroom. Tables and chairs will be wiped down between students at each table station.

Specials Classes: Students will continue to go to Art, Music, and PE as scheduled. We are going to utilize our outside doors and travel outside when possible. Students will take art supplies with them to the art room. (Because our art room has tables, if we find that students cannot distance, art will go to the classroom.) Students will wash hands/use hand sanitizer as they enter/exit.

Restroom protocol: Students and adults will always use the same restroom. Restroom breaks will be scheduled. Our daytime custodian will be given a schedule of bathroom breaks so restrooms can be cleaned between breaks.

Signage/Communication of protocols: We will place signage throughout the building. We will communicate our protocols through parent letters, Dojo, and Facebook. We will also give safety/healthy tips during our "morning assembly" and afternoon announcements.

Communal Areas/ Assemblies:

- Morning assembly will be done through Zoom on the Promethean Board and will begin at 8:00.
- Breakfast will be Grab and Go and eaten in the classroom. (Students will be screened prior to getting breakfast and entering the classroom.) Students will

enter the south cafeteria door and leave through the door that goes into the hallway by the gym. They will then go back outside through the double doors.

- Sensory Room- The adult with student(s) must clean the area(s) used prior to leaving.
- Feeding therapy/Braille room- Adults will wear face covering or shield. Students will be distanced. Tables and chairs will be cleaned.

Parental Involvement: Parental involvement will take place through Zoom (Back-to-School Night, PTA, etc.).

- Meet-Your-Teacher Night: Teachers will call the family of students to welcome them to their classroom. They will learn what the distinguishing feature is on their door (penguin) so they know where to go. Teachers will also upload a short video tour of their room/school to Facebook.

Hydration/ Water Fountains: Students will be encouraged to bring water bottles labeled with his/her name. Students will refill water bottles at the sinks in the pods. Water bottles can be sent home to be washed and returned. We will ask PIE Partners to supply water bottles for days students forget or do not have one.

Staff Breaks/Planning Periods: Staff will social distance on breaks. We have long tables in one of our empty classrooms that can be used for staff to eat lunch. Planning periods will be “normal.”

Accommodations for vulnerable staff: District provided PPE will be utilized.

Operations

Distribution of Devices during closure (quick turnaround): Devices need to be assigned to students on Day 1. A class list with assignments needs to be turned into the office as well as kept in the classroom.

Communication Protocols: We will use Facebook, Dojo, the PCPS App and parent letters to communicate to families.

Teacher Coverage (Subs, Services, multi building teachers, staff outages): When we need to-cover classes, we will utilize Title 1 Assistants, Class-size assistants, and others as needed.

Related services delivery (teacher/para/other supported) if provider is quarantined due to classroom/site closure but other students are at school: We will follow district guidelines.

Isolation Station for Positive Temp Check or Symptoms: We will use the small office right outside of the main office (Irish’s office that she does not use) and the nurse’s station as isolation stations.

Teaching/Learning/Closing the Achievement Gap

Training of Students on Devices: This will be a procedure introduced on the first day.

Teacher/Family Communications: Teachers will communicate through Dojo. They will also be encouraged to use Google Voice to make phone calls and text families.

Familiarity with platforms: Students will be on platforms to become familiar on the first day. “Tech Tuesdays” will help train students on platforms so they are prepared for a closure.

Formative Assessment Remediation/Intervention Virtual: Interventions will focus around Imagine Learning, CFAs, and Phonics and Phonemic Awareness skills.

At School/At Home Practice Virtual Days: “Tech Tuesdays” we will go digital and practice online platforms as if we were at home. PD days will also be practice days per district guidelines.

Whole Child/Social Emotional Learning

We will use our action plan for transforming high-risk learners, strategies from previous trauma training, and a focus on relationship building.



Return to Learn Plan

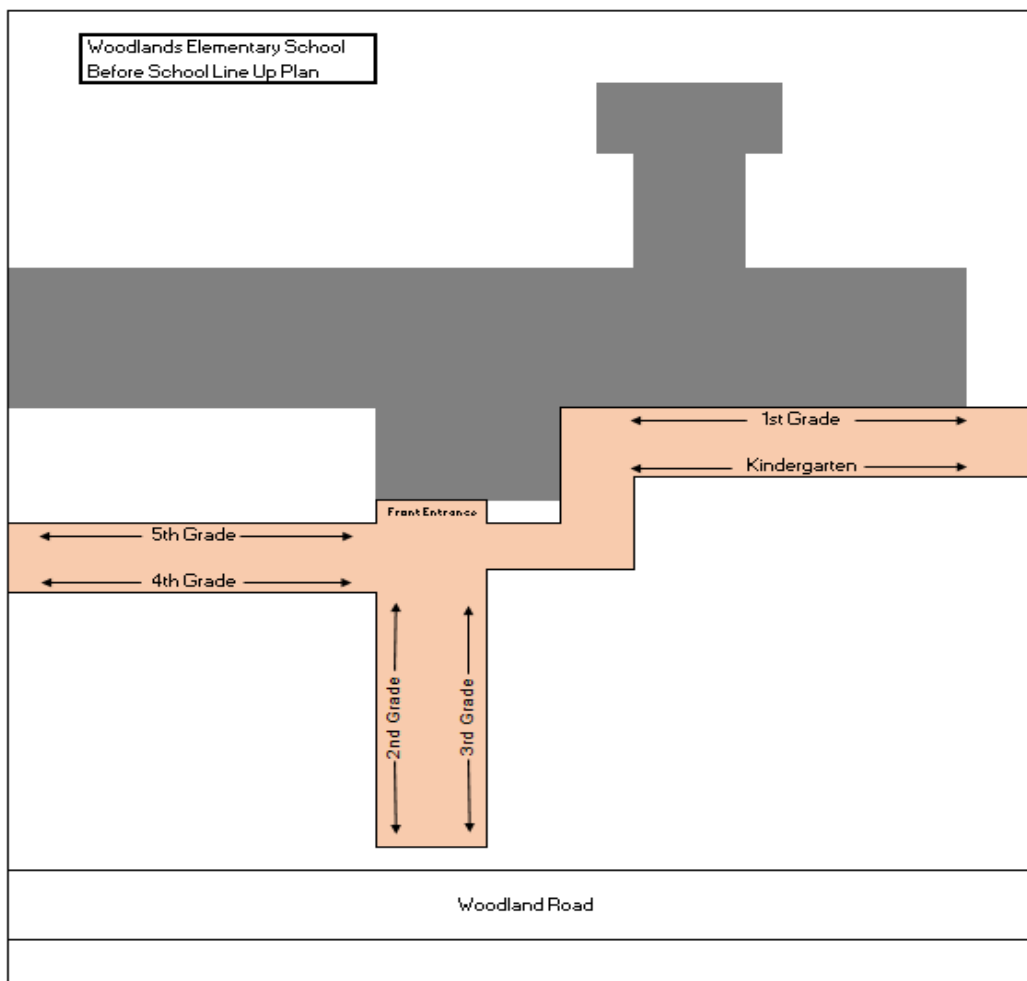
Woodlands Elementary School

- **PPE and Face Coverings:**
 - Face coverings are not required in most settings, but there may be times when students need to wear them while in close physical proximity to others, such as,
 - Before/After school
 - Small group work
 - Intervention groups
 - Students should bring a face covering to school so it is available as needed.
- **Hand Sanitizing:**
 - Students and staff will wash/sanitize their hands frequently throughout the day.
- **General hygiene:**
 - Students and staff are encouraged to refrain from touching their faces.
 - Students and staff will not come into direct contact with each other. We will use gestures of greeting and celebrating such as “air” high fives, “air” fist bumps, waves, etc.
- **Cleaning and Sanitizing:**
 - The district is supplying all teachers with a bottle of sanitizing spray. Custodians will refill the bottles as needed.
 - In addition to the other cleaning and sanitizing mentioned in this document, the following areas will be cleaned/sanitized as needed throughout the day:
 - Handrails on stairs
 - Exterior doors handles and panic bars
 - Students/Teachers will sanitize the surfaces at the end of the day and at other times as needed
- **Cohorts:**
 - (Cohorts are groups that students are frequently with.)
 - Each class is a cohort
 - Each grade level is a cohort
 - Larger Cohorts (may eat lunch at the same time or use the same area of the playground)
 - Kindergarten / 1st Grade
 - 2nd Grade / 3rd Grade

- 4th Grade / 5th Grade

- **Arrival**

- 7:35. Students that eat school breakfast will go to the cafeteria. Breakfast students will line up in their grade level lines as described below and will enter a grade at a time.
- Doors open at 7:45. We encourage students not to arrive prior to 7:45 but understand that it is necessary in some cases. Outdoor supervision begins at 7:30.
- Until 7:45, students will line up outside on the south side of the building with their grade per the diagram below, maintaining distancing by standing on the sidewalk cracks.



- When the doors open at 7:45, students enter the doors assigned to their grades and report to their classrooms. Staff members will escort students into the building.
 - Kindergarten: Room 8 Exterior Door
 - 1st Grade: Room 7 Exterior Door
 - 2nd Grade: West Entrance of North Wing

- 3rd Grade: East Entrance of North Wing
 - 4th Grade: Main Entrance
 - 5th Grade: West Parking Lot Entrance
 - LEAP: Front Entrance
 - Bad weather days: Students enter the building at their assigned door and sit in the hall until 7:45.
 - Exception: On bad weather days, 2nd and 3rd graders will enter the main entrance.
- 7:45-8:00. Students will enter the doors assigned to their grades.
 - Exception: 2nd and 3rd grade students arriving after their classes have entered the building at 7:45 will enter the main entrance and follow the hallway to their classes.
- 8:00 and after. All students will enter the main entrance.
 - 8:00. All entrances with the exception of the main entrance will be secured.
 - 8:05. The second set of doors at the main entrance will be secured.
- Doors will propped open as students enter
- **Health and Temperature Checks:**
 - Students' temperature will be checked as they enter the building or classroom and at other times throughout the day if deemed necessary.
 - Employees self-check their temperature at home before coming to work.
 - Students and staff with fever of 100 degrees or higher at school will be sent home.
- **Isolation Room:**
 - If a student has a fever of 100 degrees or higher, the student will be isolated in the nurse's station until a parent/guardian arrives to take them home. This room has a window and students will be supervised by office personnel.
 - If school personnel need to enter the room while a student is isolated, personnel will wear masks and gloves.
- **Pick Up – Indoor Dismissal Procedure will be followed**
 - Begins at 3:00 pm.
 - Students stay in classrooms
 - Parents will be provided with a student name card to display in their vehicle window or to hold up if they walk up to the school.
 - Staff will be outside to radio students' names to the office when their rides arrive.
 - Students' names are called over the intercom as parents arrive
 - Students exit front entrance of school

- 3:05 pm. Daycare Van students report to the flagpole
- 3:10 pm. Walkers/Bikers and students that meet parents at alternative locations are dismissed. Students will be dismissed one grade at a time.
 - Parents that do not use the loading zone are to stay across the street at the crosswalk or at the far west end of the parking lot.
- 3:15 pm.
 - Bus students report to the bus stop.
 - Once bus students have exited classrooms, students sit in the hall until their rides arrive.
- 3:25 pm. All remaining students sit in the front hallway until their rides arrive.
- **Assemblies:**
 - No all-school assemblies in the gym are planned at this time.
 - We may have some assemblies outside on the playground
 - Monday Celebration Assembly: Facebook Live on the Woodlands Elementary PTA Facebook page so that parents may join.
 - Tuesday: Intercom
 - Wednesday: Intercom
 - Thursday: Intercom
 - Friday: Facebook Live
 - These will often be class-led from the classroom leading the assembly.
 - Assemblies when we have guest speakers, Tunnel Run, etc. will be on Facebook Live.
- **Breakfast and Lunch**
 - Breakfast and lunch will be served and eaten in the cafeteria.
 - The cafeteria will be operating at 50% seating capacity.
 - Menu Overview:
 - Breakfast: Grab and Go.
 - Lunches: Students will have 1 hot lunch option in addition to cold lunch choices (sandwiches and salads)
 - Breakfast
 - 7:35. Students that eat school breakfast will go to the cafeteria. Upon arrival, breakfast students will line up in their grade level lines as described in the “Arrival” section of this document. Students will enter a grade at a time.
 - General Information:
 - Students will come down the west stairs and up the north stairs.
 - The tables and seating will be sanitized after each group.

- Upon arrival in the cafeteria students will sit in their assigned seats until their table is called to go through the food line.
 - Students will social distance while in the lunch line.
 - Lunch Schedule:
 - 10:45-11:10. Kindergarten and 1st Grade
 - 11:15-11:40. 2nd Grade and 3rd Grade
 - 11:45-12:10. 4th Grade and 5th Grade
- **Recess:**
 - We will assign zones of the playground for each day.
 - Zone 1: East playground and east blacktop
 - Zone 2: Sand box, kick ball field, soccer field
 - Zone 3: Big Toy and blacktop
 - Alternative Areas available for classes to use as long as other classes are not using the same space:
 - playground in park
 - Marland Mansion Grounds
 - Other park areas
 - Front lawn
 - Woodlands Track
 - Recess Cohorts:
 - These cohorts are not at recess at the same time, but use the same zones.
 - K/1st
 - 2nd/3rd
 - 4th/5th
 - Sanitation:
 - Students will wash or sanitize their hands before and after recess.
 - All playground equipment will be sanitized at the beginning and end of every day per district protocol and at other times as deemed necessary.
- **Communal Supplies**
 - Students will not share supplies throughout the school day as much as possible. Supplies that must be shared will be disinfected between uses.
- **Hall**
 - Single file
 - Stay on your side of the hall under the assigned ceiling track for that side of the hall.
 - Hallways will be kept clear of furniture.
 - Schedules are arranged to limit the number of classes in the hall at any given time.

- If classes meet at a hallway intersection, the younger class proceeds while the older class waits.
- **Office Procedures:**
 - Sneeze guards will be installed at secretaries' desks
 - The office will be marked for social distancing.
 - Parents/Guests:
 - All guests are encouraged to wear face coverings.
 - Outside parties entering the building are subject to temperature checks.
 - Please use the intercom in the lobby or call the office (580.767.8025) to communicate the nature of your visit to the office staff.
 - Those needing to drop off or pick up items/paperwork/lunch money, etc. will be buzzed into the office.
 - Those needing to speak with a staff member are encouraged to set up an appointment to meet by phone, FaceTime, Zoom, etc.
 - If face to face meetings are necessary, social distancing must be maintained and meetings will be held in large, well-ventilated areas.
 - To pick up a student during school hours:
 - Come to the front doors or lobby of the school.
 - Use the intercom or call the office (580.767.8025) to request to check out your student.
 - Please have your driver's license or ID available.
 - Office staff will sign the student out.
 - To drop off a student when they return to school
 - Please do not come into the building.
 - Please park in the loading zone (8:15-3:00) or parking lot.
 - Please call the office at 580.767.8025 to let office staff know your student is returning.
 - If you are parked in the loading zone, stay in your vehicle to watch your student walk into the building.
 - If you are parked in the parking lot, please walk your student to the west end of the sidewalk to watch them enter the building.
 - Office staff will sign the student in.
 - Staff
 - Call office (intercom or phone) as much as possible rather than physically entering
 - Avoid coming in and leaning on the counters. Stand back.
 - Students
 - Only when absolutely necessary

- If you have an office referral, call the office and appropriate personnel will come to the student.
- **Parent/Teacher Conferences:**
 - Fall parent/teacher conferences will be by phone/Zoom/Google Meet, etc. Watch for details as the conferences draw closer.
 - Spring plan TBD.
- **Guests in Building:**
 - Parents/guardians will not be allowed into the building to walk students to class, visit classrooms, eat lunch with students, etc.
 - Unfortunately, this restriction includes the first day of school.
 - Classroom events, assemblies, etc. will be on Zoom/Google Meet/Facebook Live as much as possible.
 - Volunteers will not be allowed in the building.
- **Classroom Procedures:**
 - Social distancing will be in place as much as possible.
 - Desks will be arranged in rows with space between desks.
 - While kindergarten typically use tables, they will sit on the floor and spread out in the room.
 - There may be situations designated as face covering zones.
- **Pull-out/Resource Room Procedures:**
 - When possible, services will be provided in the students' regular classroom.
 - When services are provided in a different space, groups will be small and from the same cohorts as much as possible.
 - Areas utilized by students will be disinfected after each group of students.
- **Specials (Music/Art/PE/Library)**
 - Specials, including library, will occur in their normal spaces.
 - All applicable surfaces and shared supplies will be sanitized between classes.
 - Class schedules will allow for appropriate sanitization between classes.
- **Restrooms**
 - Students will use restrooms in the classrooms when possible.
 - These classes have in-class restrooms:
 - K-Courtney
 - K-McCoy
 - 1-James
 - LEAP-Meador
 - Use these restrooms as assigned as much as possible:
 - K – East (when needed)
 - 1st – East (when needed)

- 2nd – East
 - 3rd – East
 - 4th – West
 - 5th – West
- Restrooms will be disinfected at regular intervals throughout the day
- **How do I find out what class my student is in?**
 - It will be in PowerSchool once your student has been assigned to a class.
 - Your student's teacher will call you.
 - School staff will have lists on the first day of school and will assist students in getting to the correct class.
 - Please do not call the office to ask.
- **Parental involvement activities/programs**
 - Kindergarten will have an outdoor Meet the Teacher time, August 17, 4:00-6:00 pm. This will be under the front awning. Social distancing will be in place.
 - No Back to School/Meet the Teacher event for grades 1-5.
 - Your teacher will be in contact with you before the first day of school.
 - Title I Meeting (usually held in conjunction with Procedure Night and the first PTA meeting) will be on Zoom on Thursday, August 27, 6:00pm.
 - No programs in fall; spring programs TBD.
 - PTA Events TBD
- **Hydration/ Water Fountains**
 - Drinking fountains will only be open for refilling water bottles
 - The school will provide one disposable water bottle to all students and staff each week. The bottle is to be refilled as needed throughout the week and then thrown away at the end of the week.
 - Students may bring their own water bottles. If they do this, it must be taken home at least weekly to be cleaned.
 - Teachers may come up with alternate plans for their classrooms if they wish.
- **Lockers**
 - Grades K, 1, 4, 5.
 - Lockers are divided so 4 students can share one locker.
 - We will assign 2 students per locker – one on each end
 - Grades 2 and 3 already have individual lockers
 - Students will not go to lockers before entering the classroom at the beginning of the day. They will go to lockers a few at a time as needed throughout the day as directed by their teachers.

- Lunch boxes will be stored in lockers rather than in a communal lunch basket
- **Teacher/Family Communications**
 - School Wide Communication:
 - PCPS App (please sign up to follow Woodlands)
 - Woodlands website
 - Facebook: Woodlands Elementary PTA
 - Wednesday Folders
 - FYI Weekly Newsletter
 - Other all-school communication
 - Outdoor sign
 - Parent-Teacher Communication
 - All Woodlands teachers use Class Dojo to for full-class communication with their families. This communication will take place at least once a week.
 - For one-on-one communication, teachers may use Class Dojo, email, text messages, phone calls, written notes, etc.
- **Social and Emotional Learning**
 - A school wide plan for Social and Emotional Learning is being implemented
 - We understand that during these trying times, relationships are more critical than ever. Woodlands endeavors to care for the whole child.
- **Accommodations for vulnerable students and staff**
 - Students or staff members in need of special accommodations in regard to COVID-19 should make arrangements with the principal.
- **In the event of intermittent school closures...**
 - That portion of the building or the entire site (if necessary) will move immediately to distance learning.
 - A time for parents to pick up Chromebooks (or other devices) will be scheduled.
 - Hot spots will be issued to families that do not have internet access at home. The Hot Spots go through the district server, so Netflix, Hulu, etc., are not accessible.
 - All instruction will continue virtually for as long as the shutdown continues.
 - There will be attendance and work completion expectations.
 - Because of training done at school in anticipation of closures, students and parents will be familiar with the resources needed to continue learning from home.
 - Instruction, assessments, Tier II and Tier III interventions, and SPED services will continue to be a priority, even if we are virtual.
- **Instruction/Learning/Closing the Achievement Gap**

- All teachers will use Google Classroom in some way every day.
- Training Students on Devices
 - Within the first few days of school, all students will be trained to log into Chromebooks and all online platforms to be used for the school year.
 - Teachers will schedule regular times to teach virtually during the regular school day.
 - The district plans to use a portion of fall PD days in September, October, and November as distance learning days.
- **Final Note:**
 - There will be some elements of this plan that sound good in meetings and on paper that may not work in real life. Adjustments will be made as necessary to insure the health and safety of everybody at Woodlands and to help our school days run as smoothly as possible.



Return to Learn Plan

Cat Care

- Social Distancing will be utilized (spacing students out when taking snack or when reading independently, when lining up etc.)
- Sanitizing shared materials daily after all students have been dismissed (balls, blocks, puzzles, etc.)
- Frequent hand washing and hand sanitizer will be available to students
- Playing outside when possible
- Altering large group setting as much as possible



Return to Learn Plan

Child Nutrition

1. Accommodations for Employees:

- a. Screening: All Staff Members follow State Health Department and District Protocol for temperature checks
- b. Training: All CNP Staff are required to receive training for food safety and sanitation each year. We participate in the HACCP program for handling foods and temperature controls
- c. Face Coverings: The use of face coverings as appropriate and where necessary.

2. Sanitation

- a. CNP will continue to provide and use surface sanitizer for countertops and tables which will eliminate the virus on the surface.
- b. Tables and counter tops will need to be cleaned between groups. This will need to be a collaborative effort with the site

3. Kitchen Surfaces-normal (same as above)

4. Site Enforced/ Not CNP - Options could be space between students in line, (x's on the floor) spacing at tables (x's on the seats) and amount of time in the line.

5. Water Availability

- a. In the cafeteria, CNP will provide cups for designated water area.

6. Receiving Products:

- a. All vendors entering sites will follow protocol

7. Virtual Academy Lunches (Option 2 and option 3)

- a. Must pre-order in advance
- b. Central pick up site, not in the cafeteria
- c. Name(s) must be recorded



Return to Learn Plan

Maintenance/Custodial Department

All Custodial Staff cleaning & disinfecting frequently touched surfaces and objects

- Door knobs
- Stair rails
- Handrails
- Light switches
- Push buttons on vending machines, water fountains and elevators
- Restrooms
- Water fountains

Elementary Custodians

- Cafeteria tables
- Playground equipment

Evening Custodial Staff

- Classroom desks and chairs
- Light switches
- Restrooms
- Floors & walls

Teachers & Teacher's Assistants

- Desks and chairs during the day
- Trash when lunch is consumed in the classroom
- Shared toys and materials
- Remote controls
- Telephones
- Computer keyboards and mice

Office Staff

- Clean own office/areas as needed throughout the day

Lunch Staff

- Countertops
- Registers
- Tables and chairs along with other staff assistance

Personal Protective Equipment

- Custodial/Maintenance
 - Gloves
 - Face Coverings are highly recommended
 - Face shields as needed
 - Goggles as required/needed

Cleaning and Disinfecting (all custodial personnel will be trained to use the following:

- EPA approved chemicals
- Misters/foggers to disinfect large areas quickly
- How to put on face coverings and masks
- How, when and how often to clean and disinfect frequently touched surfaces/areas
- When additional PPE is needed as per job assignment



Return to Learn Plan ***School Therapists***

- Therapy/Counseling will be available for all students during the 2020-2021 school year no matter which learning option is ultimately exercised by the student and/or student's parents.
- At-school services will consist of appropriate social distancing in session and the use of a face covering if student and therapist must be in closer proximity than what proper social distancing entails (walking down the hall together would be an example).
- Use of a face covering will also be employed anytime a student or parent expresses that they would be more comfortable with therapist utilizing one throughout the course of a session.
- Students who choose learning options that do not include being in the actual school building can interface with therapists via Zoom or Google Voice.
- Parents will be given options on permission forms provided by therapists with respect to wearing of a face covering and in-person services versus use of online resources for contact.
- A difficult transition for some students back into the traditional school setting is expected. Difficulties may include increased anxiety and/or struggles to engage after a prolonged period away from classrooms and classmates.
- Therapists will be available to assist in making those transitions more successful or will refer to other specialists as needed such that all students with those needs can be served.



Return to Learn Plan *Transportation*

- **Bus cleaning schedules:**
 - All Buses will be cleaned and disinfected before and/or after each route or trip. The buses will be sprayed by a trained employee using a vaporizing or misting equipment using an approved disinfectant/sanitizer. The buses will not load students until the efficacy of the disinfectant is accomplished according to manufactures recommendations. Employees will use the appropriate Personal Protective Equipment as necessary.
 - Appropriate notices and/or posters will be displayed.

- **Bus riding procedures:**
 - The bus will carry a non-contact thermometer, sanitizing wipes, face coverings, hand sanitizer. Bus Drivers will check their own temperature and wash hands before beginning their day on the bus. Hand sanitizing will be ongoing throughout the day.
 - Students will be required to wear face coverings before getting on the bus
 - Students will be checked for temperature before getting on the bus with a non-contact thermometer. If the student's temperature is 100.0 degrees or above. The school and the parent will be called informing them of the high temperature of the student. If the Temperature checking device malfunctions or runs low on battery power, the student will be issued a red ticket. The school site accepting the student will take the ticket and subsequently take the students temperature before allowing the student to go to classes
 - Students not cooperating with face covering requirement or allowing their temperature to be taken, will be allowed on the bus as necessary, but seated in an isolated area. Disciplinary actions may be administered by site Principal as necessary and a report made out by the Transportation Department.
 - Students will load from the back to the front, filling up the bus in order. Students will unload as necessary to each site.

- **Bus Driver:**
 - The Bus Driver will wear a face covering while driving the bus
 - The Bus Driver and/or Bus Assistant will take the temperature of each student and check for face coverings.
 - Bus Drivers are instructed and trained how to organize the students for safety and protection while transporting them to and from school
 - Bus Drivers will manage students requiring them to wear a face covering and have their temperature taken for morning routes and shuttles from one school to another
 - Bus Drivers will be trained to clean and disinfect their bus before, during and after transporting students on routes, shuttles and activity trips

If a person with a positive case of COVID-19 is determined to have been on the bus, the bus will immediately be removed from service until it can be thoroughly cleaned and disinfected. The Kay County Health Department will begin using their contact tracing investigation and will advise the District the actions needed.