

Newport Primary
Re-opening Plan and Guidelines

One of the PLC days in August, these procedures will be practiced by all staff.

Arrival

General

- Entry Doors for Students (3 staff needed)
 - 1st grade enters back library doors then up the back stairwell (blue)
 - 2nd grade enters K back doors and directly up the back stairwell (orange)
 - Kindergarten enters K back doors directly into their hallway (purple)
- Hand sanitizer located outside each classroom door. Students are to sanitize prior to entry.
- During good weather, doors will be left open to reduce contact of surfaces. Staff will be monitoring the door and close at the end of arrival time
- Markers/cones to mark 6 foot distancing
- All staff will be masked
- Two administrators at carline to help monitor social distancing (may be reduced after the start of the year)
- One administrator on the playground to help monitor social distancing
- Arrival gates open at 7:35 and close at 8:03
- Students go directly to their room and sit on their assigned spot

Bus Riders

- After getting off the bus, students will line up by grade level. Staff will direct them to their entry door. (2 staff needed)
 - Need 3 tall cones (orange, purple, blue)

*Need to figure out the bus schedule - this will affect the amount of supervision we need.

Quarantine - Sick student on the bus

- Bus driver radios the school.
- Office calls the parent.
- Designated staff meets at the porch and escorts directly to the quarantine location.

Carline staff

- Staff to open car doors (2 staff needed)
 - Check with students to make sure they are wearing a mask.
 - Temperature check done in the car and recorded (2 thermometers)
 - If over 100 degrees, notify the office to check for siblings and contact other schools
- Painted marks on the center block, every other block
- Car riders exit past the gate (near trees). Students remain in the cars until staff is present at the vehicle

***Supervision of classrooms until 2:50**

Walkers

- One staff person takes and records temperatures outside of the gates at the cones (1 staff needed - 1 thermometer)
- Walker line in the center block southbound

Meals

General

- Set schedule for custodians to set out trash cans and collect the trash.
- Set schedule for cafeteria staff to collect carts after both meals.
- Students sanitize before receiving their meal and after they have cleaned up from their meal
- **Need 5 trash cans with wheels, 4 sets of wheels for cans we have without wheels)**
- **Cart count to determine how many are needed for purchase**

Breakfast

- Delivered to the classroom on a cart by 8am
- Teacher's monitor breakfast in the classrooms

Lunch

- Start the year with hot choice for lunch. Once the routine is established, consider adding the cold choice. By 9am, on the Google document, teachers mark the number of hot and cold lunches needed for the day.
- Instructional assistants will monitor lunch for Kindergarten and 1st grade (need 1 admin to monitor each hall - total of 2)
- Special area teachers monitor lunch for 2nd grade

Dismissal

General

- 1 custodian at each gate to prevent entry
- Anyone coming onto school property must have a mask
- 1 adult per child, groups of siblings will wait outside the gate and send in the oldest sibling

Bus Riders

- Get out 10 minutes early before beginning dismissal of non-bus riders
- 1 monitor per grade level to exit students to the courtyard to wait on their designated bus location

***Staff needed will be determined by the number of bus riders.**

If all buses can be on Putnam, bus riders can exit out through the preschool doors and load their bus with their monitor. (Not reorganizing into separate bus lines on the first floor like previous) 1 admin to direct traffic. Solicit officer to establish this routine on Putnam.

Parent pick-up

- York Street gates will be *entry* only gates
- 12th Street will be *exit* only gates
- Kindergarten
 - Exit to the courtyard and wait in a line at designated location
Need to mark the lines
 - 1 staff needed to stand at the courtyard gates
- 1st grade and 2nd grade
 - Exit the back stairwell doors to specific marked locations on the back playground (drill). Lines facing towards the center aisle.
- Parent of K students go to courtyard gates for student to be called over (if IAs are not needed for other duties, they can monitor the lines and teachers help identify parents and retrieve students to keep flow of pick up). Make their way to the 12th Street gates
- Parents of 1st and 2nd grade only go to their side of the playground. Teachers can release students (have 1 admin on each side)

Classrooms

General

- Sanitizer station outside each room (bottle on small table outside the room)
- Individual student boxes with supplies
- No daily folders - using Class Dojo for parent communication
- Each room as sanitizer and tub of clorox wipes
- **Each child has a small storage tote to keep all materials.**
- Remove all of the rugs (need to email staff, store for the year)
- Desks needed
 - Kindergarten - all classes need to swap tables for desk
 - 1st grade - 4 classrooms need desks
- **Tape** to mark
 - 6 foot boxes for student areas
 - **Spots** to social distance
- Manipulatives - **get ziploc bags** to bag manipulatives for individual student use
- Posters needed
 - Proper way to wear a mask
 - Proper sanitizing
- **Plexiglass for small group OR 3 additional desks for small group area**
- Training for all staff on how to properly clean surfaces and frequency of cleaning areas of their room

- Admin will assess each room to determine the need to declutter the classrooms. Furniture being removed should be tagged with the teacher name. This will be stored. Personal items should be taken home.
- Bag provided to transport iPad home

Hallway

- Hand sanitizer located outside each room (noted above). Additional sanitizer stations needed in halls without classrooms (gym hall, connector hall, cafe hall, foyer)
- Posters for proper sanitizing and wearing masks
- 6 foot markers (gray boxes)
 - No cross traffic (schedule will allow for single flow traffic)
- Students encouraged to bring a water bottle to school and leave for the two days. Water bottles kept on hand to provide water if a student doesn't have one.
- For students who need a refill
 - Teacher calls the office
 - Staff person will get bottle to refill at the refill station

Restrooms

- Signage for handwashing
- Scheduled restroom breaks - 3 per day
- Kindergarten - use their in-room bathrooms
- 1st Grade classes
 - Giglio, Barth and Hodge assigned to main hallway bathroom
 - Rice, Congrove, Schneider assigned to 1st grade hall bathroom
- 2nd Grade classes - 2nd grade hall restrooms
- Kindergarten classroom
 - IA's need to clean handles after the kid uses the restroom.
 - Needs gloves and cleaning supplies for each room
- Student needs to go to the restroom
 - Call the main office.
 - Someone walks him/her to the restroom and then calls a custodian to clean. (necessary?)
- Set schedule for cleaning based on restroom schedule
- Turn off water fountains
 - Encourage students to bring a water bottle to keep at school the two days
 - Need individual student water bottles for those that forget (keep in stock)
 - Teachers provide bottles to keep in their room for those that forget. When they are out, teachers contact the office to have more delivered to keep on hand.

Quarantine Room

Procedures should be set by the district to ensure these are exactly the same for staff the building share. Suggested - teacher calls the office, staff person escorts student to the appropriate quarantine area, contact nurse if on-site. If no nurse, contact families.

*Check with the nurse to determine required items in these locations.

Enrollment room (parents will not enroll inside the building)

- Can hold 2 students
- Need 2 cots

Parent work room (no volunteers this year)

- Can hold 4 students, areas marked
- Need 4 cots
- The door to the counselor's suite remains closed at all times. No traffic through this space permitted.

When parents arrive to pick up their ill child, the child is escorted through the foyer to the porch. The parent does not need to enter the building.

Nurse Related Tasks

For events when the nurse is not available.

Medication Dispensing

- Office staff will deliver medication to the classrooms. If not they are not available, a trained alternate will dispense medication.

Trained Staff

- Karen Slone
- Attendance Clerk (TBD)
- Nichole Hayden
- Molly Wesley
- Angelika Huff
- Amanda Barbour

Ill Child

- Call the office
- Nurse will get the child from the classroom. If unavailable, available admin or Mr. Aaron will escort child to the quarantine room
- Child will be assessed, temperature taken of the child and determine next steps

Visitor Procedures

Student Pick Up

- Office asks what their business is
- Parent permitted into the vestibule with a mask
- Parent shows ID, signs out the child. Pen is placed in a tub for sanitization at the end of the day.
- Sanitizer in the vestibule
- Plexiglass needed in the window

Unknown Visitor

- Office asks what their business is
- Depending on the business
 - Message taken if it is unnecessary for them to enter
 - Contractor permitted entrance with mask

Parent Meeting

- Parent enters through the foyer to Mr. Atkins office.

ARC

- Room 105 is used for ARCs (allows for social distancing)
- Parent enters directly into the foyer.

Miscellaneous

Intervention / ELL / Talent Pool

Master Hybrid Expectations

Hybrid Learning

In Person Classes (2 days a week) 8:00-2:45= 405 minutes	At Home Classes (3 days a week)
30 Minutes for Breakfast 30 Minutes for Lunch 120 Minutes of Literacy 100 Minutes of Math 60 Minutes of RTI (DI) 30 Minutes of Special Area 20 Minutes of TDA 15 Minutes for Restroom Breaks (5 minutes X 3 Breaks) <ul style="list-style-type: none"> • Two Days at School: <ul style="list-style-type: none"> ○ 90 Minutes of ELA, Math, and Sci/SS ○ 45 Minutes of Special Area (PLTW, Library, Music, Health) ○ 25 Minute Lunch ○ 20 Minute Recess ○ 25 Minute Intervention Class 	30 Minutes of Lexia 30 Minutes of Dreambox Google Classroom/Seesaw assignments <ul style="list-style-type: none"> • Special area will be a co-teacher on classrooms to assign content Google Meets (Wednesday) <ul style="list-style-type: none"> • 30 minutes for reading? • 30 minutes for math? • Three Days of Virtual Learning: <ul style="list-style-type: none"> ○ 30 Minutes Daily of ELA, Math, Sci/SS ○ Google Classroom Assignments <ul style="list-style-type: none"> ■ Instructional Videos and Assignment ■ Writing Assignments ■ Technology Time ■ Assignments aligned to the in class instruction ■ Assessments ○ Lexia, Dreambox, Brain Pop,

Possible Schedule for In-Class

Kindergarten	1st Grade	2nd Grade
8:00 - 8:30 Breakfast	8:00 - 8:30 Breakfast	8:00 - 8:30 Breakfast
8:30 - 9:30 DI/RTI	8:30-10:30 Literacy	8:30-10:10 Math
9:30 -11:00 Literacy	10:30-11:00 RTI	10:10-10:40 Special Area
11:00 - 11:30 Lunch	11:00-12:00 DI/RTI	10:40-11:40 Literacy
11:30 - 12:00 Literacy	12:00-12:30 Lunch	11:40- 12:10 Lunch
12:00 - 1:40 Math	12:30-1:30 Math	12:10-1:10 Literacy
1:40-2:10 DI/RTI	1:30-2:00 Special Area	1:10- 1:40 RTI
2:10-2:40 Special Area	2:00-2:45 Math	1:40-2:45 DI/RTI

Note: Break ½ hour RTI into 3 bathroom breaks

Special Areas:	RTI	DI/RTI	Lunch
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2nd- 10:10-10:40	1- 10:30-11:00	K- 8:30-9:30	K- 11:00-11:30
1st- 1:30-2:00	2- 1:10-1:40	1- 11:00-12:00	2- 11:40-12:10
K- 2:10-2:40	K- 1:40-2:10	2- 1:40-2:45	1- 12:00-12:30

Master Virtual Expectations

30 Minutes of Lexia
30 Minutes of Dreambox
Skool Aide?

- Students will have one teacher that will lead virtual learning for ELA, Math, Science, Social Studies, and Writing.
- Students will complete the following daily:
 - Approximately 1 Hour of ELA Content
 - Approximately 1 Hour of Math Content
 - Approximately 1 Hour of Science Content
 - Approximately 1 Hour of Social Studies Content
 - Writing will be embedded throughout all content areas
- Content for each content area can include technology time, Google classroom assignments, instructional videos, and google meet sessions for whole class and small group sessions.
- All Virtual Learning Assignments must be submitted by Sunday at 8:00PM for the prior week. If a student does not complete the work, they will not be counted as present for the school week.

Behavior Issue Plan

- Teacher calls the office
- Behavior interventionist goes to the room. Meets child outside the room. Assesses situation.
- Contacts administration based on situation.

Direct Instruction Plan

Signage

Front entrance

"Mask required"

Yard sign in grass near porch and front mulch area

Painted markers on the center blocks of the sidewalk (paw print?)

Entrance gates

Yard signs "social distancing and mask required" to place in the grass area along York Street

Entrance only

Exit gates

Exit only

Arrival Path

- Colored tall cone on each porch of the designate grade level entry door
- Colored tall cones placed in the center about at the end of the playground to designate grade level lines leaving the bus.

Dismissal Path

- Ulines utilized to mark path to Kindergarten pick up.
- Signs for this line "Kindergarten" with arrow pointing right
- "1st and 2nd grade only with arrow pointing left

Classrooms

Mask poster

Sanitizer use poster

Boxes taped on the floor to mark student space

Restrooms

Mask poster

Sanitizer use poster

Halls x2 in each hall

Mask poster

Sanitizer use poster

Communication

Students
Parents
Staff
Community
Procedures

Notes to address from Admin Retreat:

- Entrance/Exit/ Dismissal
 - Staggered
- How do we take temps at the door and document temps
- Nurse Procedures
- Procedures for contacting parents
- One way hallways
- Signage and tape for social distancing
- Plan for distributing food for breakfast and lunch to classrooms
 - Teacher documentation for breakfast and lunch
 - Google Drive with names or just number needed each day?
- Students remain in same class/group for the whole day
- Front office procedures for where parents are allowed to go (stay in the entryway?)
- Plans for safety drills
- Training of staff on all procedures
- Orientation?
- Restroom Breaks

Ideas to purchase:

Mobile teaching stations
Reusable Masks
Clear masks