

Midvalley Elementary

Reopening School Routines

As you know, this year has many challenges which we can overcome by working together as a team. The safety of our students and staff is highly important. The following responsibilities are **requirements** that all must adhere to in order to help ensure safety.

Arrival:

- Upon arriving at school students will immediately enter the classroom via exterior doors starting at 8:10 am (Due to the inability to keep them physically distanced outside.)
- Students who eat breakfast may enter the cafeteria at 8:00 am. and will sanitize their hands before eating. Students should not arrive before 8:00 am if eating breakfast.
- Students in the cafeteria will held in the cafeteria will be released at 8:20 am. They will have five minutes to be in their seats in class.
- Students not eating breakfast should arrive at school between 8:10 am and 8:20 am
- **Late bell rings at 8:25 am this year.**
- One teacher will be on duty per grade to **roam** the classrooms and help ensure students are following classroom/grade expectations and are staying distanced. Teachers should have activities for the students to do at their seats. Reading their library book is a great activity choice.
- Adults will be on duty at drop off duty in the back of the school (one person), front sidewalk duty (one person), and blacktop duty (when the playground is completed).
- All outside duties are from 8:05 am-8:20 am and from 3:00-3:15 pm.
- Safety Patrol cannot be used at this time.
- Parents may not enter the building through the outside doors. Parents who try to do so will be told:
 - I am sorry, I am not permitted to allow you to enter the building through these doors. All visitors are required to check in with the office.
 - If a parent is not following directions, the staff member will contact the office.
- Students and staff must wear face coverings (even on duty outside).
- As in our school plan, we will not have volunteers in the classrooms. If teachers have a volunteer they feel is essential to their classroom, they will need principal permission.
- **Tardy students will need to enter through the front doors of the school. Tardiness is discouraged. Please be on time. Stand on dot on floor and wait your turn. Tardiness will be a slow process and delays the time for your child to get to class, as check in will be greatly delayed. COVID screening AND congestion mitigation has to happen for anyone going through the office. PLEASE BE ON TIME AND SAVE YOUR CHILD THIS INCONVENIENCE AND DIFFICULT START TO THEIR DAY.**

Dismissal:

- Walking students will be released by the bell at 2:55 pm. Students will identify as front or back release walking. Parents should find a place to pick up students away from the building to avoid congestion.
- A second bell will release students being picked up by parents at 3:00 pm. See below.
- One grade teacher will escort the walking students to the grade assigned doors and dismiss walking students. Other teachers in grade will help to supervise the students who remain (consider paying storybook online or Bill Nye for students who stay behind-Teach procedures)
- Pick up students including day care students will split into two lines (pick up students to go out back and day care students to go out front) Teachers will walk these lines to their respective areas. Students need to remain in lines to help us enforce distancing and safety. Lines going to the back will walk outside of the building, lines going to the front will walk inside the building to the front doors. Some grades may to support each other by having mixed grade lines for day care lines, depending on numbers.
- Parents must notify the office of changes for pick up by 2:30 pm.
- Grades will stagger lines to help enforce distancing.
- Students and staff must wear face coverings any time they are walking in the halls.
- Teachers will monitor students to ensure distancing.
- Students who remain outside after 3:15 pm will be brought in to office and supervised until parents arrive. Parents will have to park and call office for student to be released to walk to car or come into the office to get child. Face coverings will be required.
- Students, even with parents, will not be allowed to play on the play equipment after school. We are asking that the playground is cleared immediately after school to minimize congregating.

Classroom

- Students are to be assigned a yearlong classroom number.
- Space students as far apart as feasible.
- Students should be seated to face forward whenever possible.
- Carpet time must be spaced out and less than 15 minutes (There are sit spots available in lieu of carpet if preferred.)
- Remove excess furniture to ensure space for spacing. Your kidney table can remain in the room for small group work. No other furniture may be in the room. (Pre-K, Kindergarten exceptions may be made, if space.)
- Counter tops should remain as clear as possible for sanitizing.
- Consider routine for rotating small group reading books, manipulatives, shared items.
- Assign students to Chromebook or iPad. (Must be numbered.)
- Routines for transitions to limit exposure
- Maintain Seating Charts and documentation for contact tracing
- Assign Partners and maintain documentation for contact tracing.
- Assign seat mates for the cafeteria at our small table/benches. Tables will be numbered.

- Add handwashing and sanitation routines into day (required when students leave and return from the class/ group)
- Teach routines for lining up with appropriate distancing
- Teach grade routine for bathroom use (one at a time- tracked if you when using a whole class break and tracking the partner system)
- Send students to office with sick note when students are sick (or hurt)- don't allow to call from room. Call for an adult escort first weeks of school to establish routines and minimize contact.
- Sign off on sweeper cards to indicate rooms were cleaned.
- Clean seating areas and chairs before switching classes.
- Staff and Students must wear face coverings. This is a mandate.

Halls and Stairways

- Teach hallway and stairway routines for appropriate distancing (Arms length or lining up. Dots on the floor to give visual for 6 feet. Paws are on the wall for first grade. Kindergarten will remain in their area. Dots will be on the carpet every 6 feet upstairs for 2nd-5th grade.)
- Walk on the right hand side of the hallway and stairway.
- Rails on stairways will be cleaned continually throughout the day. When transitioning upstairs and downstairs, have students use sanitizer as they return to the classroom.
- Staff and students must wear face coverings.
- No class/group of students will walk in halls without supervision.
- Special education groups will be escorted by special education staff to and from classrooms.

Restroom

- Limit number of students in bathroom. If you have assigned partners, send as partners/small groups for contact tracing when doing class breaks.
- Consider how students will report that they are in the bathroom (pencil box on desk, etc) for visual reference for outside of class restroom breaks. Mark time/student of restroom break in a log.
- Students must wear face coverings.

Cafeteria

- Send lunch boxes down as usual in lunch basket.
- Students will place lunch boxes near assigned area for class.
- Assign students a spot at their classroom table (indicated in cafeteria)
- Students will enter through cafeteria door.
- Cold lunch students will go directly to seat, unless they need to get a beverage.
- Hot lunch students will distance in line.
- Students remain seated until dismissed once they are seated to go to recess. Students may not get up to get a forgotten item from the line.

- Teachers will provide a drink and bathroom break before lunch. Students will not be allowed to get a drink or go to the restroom in the cafeteria.
- Garbage cans will be at the exit door and other locations in the cafeteria to prevent congestion.
- Students will quickly line up and enter the building and routines will be taught and reinforced. Teachers will pick up students ON TIME. If students need reteaching, teachers will bring students to another area to do so away from doorway to prevent congestion into the school.
- Face coverings not required when eating in cafeteria and faculty room/other areas while physical distancing. Face coverings should be restored when not eating in these areas.
- Students will not need to wear face covering while eating, but will have school provided lanyards attached to face covering. Students will transition to recess after lunch where face coverings are not mandatory. When standing in line, face coverings are required.
- As per our school plan, no patrons will be allowed in the cafeteria this year during breakfast or lunch times to limit contact tracing.

Brain Boosters

- Media Center BB push into classrooms with options to check out books in small groups. Our media center may be large enough to physical distance and make it possible to sanitize by moving groups to different areas each grade. (Library Details to come)
- Playworks outdoors when possible- BB will pick up your students. Playroom is larger than previous old building, so distancing is possible. Games played will promote activity and limit contact. If distancing is possible, face coverings will not be needed in some situations.
- Music may be taught in the music room, as it is big enough for physical distancing, but it may also be done as a push in. Since we have an hour long BB for music, there are less transitions, so sanitizing may be done. BB teacher will bring students to teacher.
- Art may be a push into the classroom, but the classroom is sufficiently large for some distancing. BB technician will bring students to the teacher.
- Teachers must return to classrooms on time to allow for BB teachers time to transition
- Students and adults will wear face coverings during all transitions.

Recess

- Teachers **must** walk their class out to recess to help enforce distancing and safety.
- Grade level recess equipment will be provided by the school (same color as lunch recess items).
- Students may not bring out personal toys.
- Maintain as much distancing as possible.
- School will teach students games which allow them to distance.
- Adults and Students may wear face coverings and maintain 6 feet of distance. However, because students are outside, at this time, it has been determined by the District, face coverings are not required at recess. Face coverings will be kept on lanyard, if not worn.
- Students will wash hands upon re-entry to classroom.

Tier 2 Intervention Time

- Consider groupings to decrease exposure.
- Maintain documentation for contact tracing.
- Paraprofessionals will sanitize tables /chairs between each group.

Electronic Devices

- Teachers will assign devices to students.
- Teachers will consider routine and procedure to limit exposure and maintain distancing.
- School will use disinfecting procedure as outlined by IT.

We are working to mitigate to help keep students safe and in making sure they have a great educational experience at school. We are committed to making this a happy experience for students. They will take their attitude and climate from the adults in the school. Teachers will build in sufficient time for transitions and teaching/reteaching routines and expectations so students are supported emotionally.

“A *group* becomes a *team* when each member is sure enough of themselves and their contribution to praise the skills of the others.”

--Norman Shidle