

Building Specific Implementation:

Updated on 8/6/2020

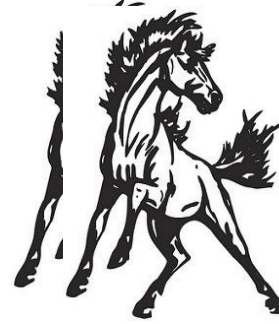
School: Butler Elementary School

Principal: Libby Nickoli

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Butler Arrival Procedures

The Students Daily Journey

Entering the Building:

Students in grades kindergarten through fifth grade will be required to wear a face covering as defined as a mask or protective face shield during arrival.

All students (and staff) entering the building will need a “Daily Health Assessment” which will consist of a temperature check and answering 5 questions (appendix). The Daily Health Assessment will be implemented by teachers and aides. Car riders will be assessed before they leave their vehicle and walkers will be assessed as they arrive on the front sidewalk.

Students will be required to wash their hands or sanitize their hands upon entry to the building. Hand sanitizer will be provided to students at the entrance’s sanitizing stations.

Butler Start Times

7:35 Students begin to arrive

Bus Riders

- Staff member (1) will greet bus and ensure students are observing social distance guidelines while entering the building
- Staff members (3) will intercept students and oversee handwashing in the restrooms in the main entry, primary wing, and upper elementary wing.
- Hand sanitizer stations will be available in the school entry as well.

Walkers

- Staff members (4) will greet students and take their temperature before entering the building.

- One staff member will take the temperature and the other will document on the National Federation of Sports document.
- If the temperature is above 100.0 the child will not be allowed in. The school secretary will be informed and will call the parent and ask if they would like the child to walk home or if they will come and pick their child up.
- If a student is showing signs of illness, they will be put in the school clinic until parent contact is made.
- Staff members (3) will intercept students and oversee handwashing in the restrooms off of the cafeteria, primary wing, and upper wing. The staff members will then instruct students to walk to their classroom while observing social distance guidelines. Airplane arms will be a common phrase used to visualize social distancing.
- Hand sanitizer stations will be available in the school entry as well.

Car Riders

- School resource officers will manage cars and ensure social distancing guidelines are in place.
- Staff members (4) will greet students and take their temperature from inside the car before allowing them to enter the building.
- One staff member will take the temperature and the other will document on the National Federation of Sports document.
- If the temperature is above 100.3 the child will not be allowed to exit the vehicle.
- Mrs. Nickoli will intercept students and direct them to handwashing stations.
- Hand sanitizer stations will be available in the school entry as well.

Tardy Students

- For students who arrive tardy to school, parents will be required to call the secretary and an office staff member will go to the car.
- School resource officer or staff member will take a clipboard to the car for parent/guardian to sign child(ren) in. Parents will remain in their vehicle while student has their temperature taken/daily health assessment completed by an educational aide.
- If the child's temperature is 100.0 or above, the parent will be required to take the child home.

Butler Dismissal Procedures

Butler Dismissal Times

1:05 Walkers will be released first

1:15 Car Riders will be dismissed

1:20 Bus Riders will be loaded

Students in grades kindergarten through fifth grade will be required to wear a face covering as defined as a mask or protective face shield during dismissal.

Classroom teachers will ensure that students have washed their hands prior to reporting to dismissal areas.

Bus Riders

- Staff members will walk students to the gym where they will be socially distanced and seated on the floor waiting for their bus to arrive.
- Families may sit together in a designated area within their bus line.
- Students will be lined up according to a list provided by the transportation coordinator ensuring loading is completed back to front.
- Staff members will walk students to each bus while observing socially distanced guidelines.
- Hand sanitizer stations will be available for student use prior to leaving the building.

Walkers

- Walkers will be dismissed first, before buses and car riders.
- Staff members will walk students to B wing while observing socially distanced guidelines.
- Staff members (2) will escort students out the door by Mrs. Kasper's classroom and ensure that students are walking while socially distanced to the crosswalk at College and Morgan Streets.

Car Riders

- Staff member will walk students to the cafeteria where they will be socially distanced and seated on the floor or on benches waiting to be called to the front door.
- Families may sit together in a designated area within the lines.
- Staff member will tell building principal the names of students whose parents are in line and building principal will use microphone to call students out to be placed in the car while observing socially distanced guidelines.

- Hand sanitizing stations will be available as students depart the building.

Social Distancing in the Hallways and Traffic Flow Throughout the Building

Students in grades kindergarten through fifth grade will be required to wear a face covering as defined as a mask or protective face shield in the hallway during transitions.

- Students will continue to stay to the right side in the hallways.
- We will schedule transitions to ensure students are not passing one another in the hallway.
- Social Distancing and monitoring: Teachers will monitor their students as they move through the hallways for restroom breaks. Students will line up using airplane arms and move through the hallways accordingly.
- Control of Movement: Students will remain with their teacher and classmates for the entire school day. Teachers will not switch classes, but will use virtual learning to teach classes when departmentalized.

Locker and Cubby Usage/Student Possessions

- Lockers will not be utilized as there is no way to social distance.
- Cubby usage will only be utilized if students can hang their coat and backpack up without assistance from the teacher and get their things at the end of the day without teacher assistance. If cubbies are not used, a coat and backpack will be placed on the back of the student chair. All students will manage, control and keep all supplies in his/her possession.

Classroom

Students in grades kindergarten through fifth grade will be required to wear a face covering as defined as a mask or protective face shield in the classroom when working within six feet of another person. Mask breaks may be provided by each teacher when social distancing is able to occur.

- Class Sizes: Class sizes will range from 15-20 students and social distancing will be managed throughout the day. Students will stay in their 6 foot diameter to ensure social distancing from one another.
- Classroom Setup: The maintenance and custodial staff will set up student desks in classrooms to ensure social distancing guidelines are adhered to.
- Social Distancing: Students will remain in the 6 foot diameter, and if they need to leave their assigned space, they will use airplane arms to ensure they do not encroach in another individual's space.

- Shared Equipment and Supplies: There will be no shared equipment or supplies. Students will have access to their own supplies, and will not share with classmates. This goes for math manipulatives, pencils, scissors, glue, markers, etc.
- Updated Supply Lists: Supply lists are being updated to respect parent situations and to ensure students have only what they need and will be able to manage at their desks.
- Procedures for Supplies brought in for class use: Any supplies brought in for classroom use such as paper towels, wipes or hand sanitizer will set for 72 hours before touched.

Specialty Classes and Considerations

Physical Education: 20 minute P.E. recess breaks will be provided to all classrooms daily.

A mask break will be provided during this time. Social distancing guidelines will be observed. ***Students in grades kindergarten through fifth grade will be required to wear a face covering as defined as a mask or protective face shield in the hallway during transitions.***

Recess: The PE teacher will plan and prepare for games where students are socially distanced. Equipment used will be items that can only be used by one student. After class, the items will be sanitized with a cleaning solution provided by the head of maintenance. Airplane arms will be a common term used when students transition to and from recess/gym. This will provide a visual for social distancing.

Music: The elementary music teacher will be housed at Butler Elementary where they have a classroom, technology, and the means to video lessons. These lessons will be shared via Zoom into classrooms on a weekly basis. The classroom teacher and educational aide will facilitate the lesson.

Art: The elementary music teacher will be housed at Butler Elementary where they have a classroom, technology, and the means to video lessons. These lessons will be shared via Zoom into classrooms on a weekly basis. The classroom teacher and educational aide will facilitate the lesson.

Community Spaces

Students in grades kindergarten through fifth grade will be required to wear a face covering as defined as a mask or protective face shield shield in the community spaces around the building.

Gym will be used for recess breaks with the PE teacher and for bus dismissal at the end of the day

Fields will be used for movement breaks and fresh air breaks with students

Offices

Field Trips: There will be no field trips.

Bathrooms

Students in grades kindergarten through fifth grade will be required to wear a face covering as defined as a mask or protective face shield when using the community bathrooms.

Preschool and kindergarten classes will use the bathroom in their classrooms. First and second grade classrooms will use the community bathroom in their wing. Third and fourth grade classrooms will use the community bathroom in their wing. Fifth grade classrooms will use the community bathroom in the main hallway.

Availability: 15 minute blocks of time have been scheduled and teachers have signed up for two slots during our 5 ½ hour day.

Procedure: 3 students may go in at a time (3 stalls available)

Sanitation: Mr. Buck, custodian, will clean bathrooms and sinks after each class takes a bathroom break.

Water Fountains

Students are expected to carry their own water bottle and may refill their bottle at school at the touchless bottle filling stations throughout the day. Water fountains will not be accessible and turned off. Students will take them home nightly to be washed.

Food Services

Severe allergy plan:

The school nurse will provide a list of students who have severe allergies to all classroom teachers. If a student in a particular classroom cannot be around peanuts or peanut butter, that student will be allowed to ask a friend to eat with them in the cafeteria.

Breakfast

Arrival: 7:35

Upon student arrival and after hand washing, there will be a breakfast station set up. Students will give staff members their name, grab a breakfast bag, milk and go to their classroom to eat. Students will eat their breakfast in the classroom at their seat, and will wash their hands once finished with their breakfast.

Lunch

Teachers will submit student names on a Google Doc of who is purchasing lunch and collect lunch money (if necessary) when attendance is taken. School resource officer will pick up lunch money from each classroom and take money to the cafeteria when he is checking classrooms.

11:00 Grades K-2

11:30 Grades 3-5 and Ms. Kasper's class.

- Students will wash their hands prior to eating lunch.
- Students will eat at their own desks which will be spaced six feet apart.
- Teachers will be made aware of any food allergies by the school nurse. A plan will be developed on how to limit exposure within the classroom.

Sanitation Procedures: Staff member will spray and wipe down each desk

Preventing the Spread/Health and Safety Measures

Handwashing:

Education of procedures and process: CDC posters "Stop the Spread of Germs" and "Wash Your Hands" posters will be made available in each classroom and posted around the school as a reference for students when being taught proper handwashing procedures.

Minimum Hand Washing Requirements: Students will be required to wash their hands upon entry to the building, before lunch, after lunch, and before leaving the school.

Hand Sanatizer: Stations will be available throughout the building and in the classrooms.

Daily Health Assessments:

- Teachers arriving at school between 7 a.m. and 7:30 will complete a health check with Mrs. Slavinski.
- After 7:30 health checks will be with the school secretary
- Staff with a temperature over 100 will be sent home

Temperature Checks:

- Bus riders will be taken prior to getting on the bus
- Car riders will have their temperature taken while they are in their car
- Walkers will have their temperature checked upon arrival
- Teachers will do a mid day check during lunch in their classrooms

Physical and Social Distancing:

- The term airplane arms will be used to reinforce the proper social distancing space for students
- Marked spots on the floor throughout the building will also be used as a visual to remind students.

Face Masks, Face Shields, Protective Barriers:

- Teachers will be provided with two face masks, protective shield, and safety goggles
- Masks or protective face shield will be required for students in grades kindergarten through fifth grade

Promotion of Good Hygiene Practices and Education of the Practices:

- CDC posters will be given to each classroom teacher that outlines good hygiene practices. They will also be posted in common spaces. These posters will be used to educate students.
- CDC handwashing posters will be in all classrooms above their sinks, in addition to all common area handwashing stations.

Cleaning and Sanitizing:

- Students may assist in daily wiping/cleaning of desks and chairs at end of school day, or as requested.
- School staff will be responsible for any disinfecting or sanitizing, (Students can be involved in cleaning, but not disinfecting or sanitizing due to chemicals.)
- Ensure the workspace, door handles, countertops, seating areas, restrooms are kept clean and disinfected between students.
- Prop doors open, when possible, to discourage high touch points. Clean doors and rails frequently.
- Regularly inspect HVAC system for proper operation and fresh air flow.
- Cleaning supplies and hand sanitizer will be readily available to all classrooms/offices/entrances.

Employee Training:

Employee training will take place during the five planned in-service days.

Student Training:

- Proper handwashing procedures
- Coughing, sneezing into elbow or tissue

- Proper social distancing
- Proper filling of water bottles at refilling stations

Building Visitors:

- There will be no visitors to the building.
- Students being picked up from school early will need to call the office and a staff member will walk them out to their vehicle. A sign out sheet on a clipboard will need to be signed by the approved adult picking up the child.

Symptoms of COVID-19 at School:

- Daily wellness checks of students before sending to school. Students with temperatures of 100 degrees F or higher must stay home until fever free for 24-72 hours (without use of any medication to control fever) and no less than 10 school days from symptom onset.
- Isolate students that are exhibiting any symptoms.
- Students exhibiting any symptoms are required to wear a facial covering or a face shield until they are picked up by a caregiver.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.
- Testing location sheets and advice for care with the child's primary care physician is to be given to the ill child's guardian at time of pick up.

Diagnosed or Exposure to COVID-19:

Staff and students may not return to school until they are fever free for 24-72 hours (without use of any medication to control fever) and no less than 10 school days from symptom onset.

Return to School after Quarantine:

If students or staff must quarantine due to exposure to Covid-19, they will begin distance learning and teaching for the period of the quarantine. As long as no symptoms or fever exist after the required 14 day quarantine period, students and staff can return to in person learning and teaching.

Educational Considerations:

Library: The librarian will put together collections of books for students to checkout in the assigned homeroom. The librarian will be conducting zoom classes and covering how to request books. The librarian or aide will then pull books and have them delivered

to the homerooms. Once books are returned they will sit for a minimum of 72 hours before they may be put back on the shelf.

Internet and Technology Accessibility:

Attached to this document is the acceptable use statement regarding the use of cameras on District Chromebooks. In addition, please refer to the acceptable use policy in the student handbook. Every student will be provided with a Chromebook. Teachers will utilize Google Classroom and Zoom as part of remote and face to face education.

Attendance and Consistent Attendance:

Face to Face: as outlined by student code of conduct

Remote Learning: attendance and participation at Zoom meetings in addition to completed assignments/assessments. Individual teachers will be documenting both criteria.

Communication with Families:

Open House or Parent/Teacher Conferences will be done via YouTube videos, Zoom meetings, SMORE Newsletter, class DOJO, Remind, email or phone calls.

Family Engagement:

Butler Elementary will not be having in person family engagement activities through the pandemic. Any engagement with families such as Open House or Parent/Teacher Conferences will be done via YouTube videos, Zoom meeting, class dojo, Remind, email or phone call.

Supports for Staff:

Staff is being provided with training on:

- Google applications, including creating and managing Google classroom
- Use of webcams
- Putting existing online curriculum on google classroom
- Creating a YouTube video (for virtual Open House and for informational/training videos for parents to be posted on website to help with transition from in person to virtual.)
- Zoom increased tools with licensed product (Recording, breakout sessions, etc.)
- Renaissance Learning CBM program

