

## Devon Elementary Logistics Guide for Parents

### Expanded In-person Instruction beginning March 15, 2021

At its meeting on March 1, 2021, the T/E Board of School Directors voted to begin expanded in-person instruction on March 15, 2021, contingent on three (3) consecutive weeks of county transmission data within the low, moderate, or high range according to CCHD School Guidance. A virtual instruction option will continue to be available for the remainder of the school year. The expanded in-person instructional model will include 4 days a week of in-person instruction and virtual instruction on Wednesdays. The District is considering potential modifications to school day schedules to accommodate 5 in-person days beginning as soon as the week of April 19, 2021.

Below are resources from the March School Board meeting.

- [TESD School Board Approves New Reopening Plan \(summary\)](#)
- [Video of Reopening Presentation - March 1, 2021 School Board Meeting](#)
- [Reopening Presentation Slides - March 1, 2021 School Board Meeting](#)
- [A list of frequently asked questions](#)

Additional building-based logistical information about expanded in-person instruction beginning March 15, 2021 is included in the logistics guide below.

Topic	Procedures
<b>Daily Health Screening for Students</b>	<p><b>Every day that students attend in person, families will complete the Health Screener form by 8:00 AM in PowerSchool prior to students getting on the bus or entering the building, affirming that students are symptom-free.</b> The form can be found at the following link and must be completed daily. Powerschool log-in information will be needed to complete the form. (<a href="https://powerschool.tesd.net/public/home.html">https://powerschool.tesd.net/public/home.html</a>) Here is a link to a video on how to complete the Health Screener: <a href="https://www.wevideo.com/view/1863455484">https://www.wevideo.com/view/1863455484</a></p> <p>We will check for students who have not completed the screener as they enter the building. If they have not, a nurse will pull your child aside and call home to complete the screener prior to sending him/her to class.</p> <p>If a person is symptomatic and is on the premises, they are putting others at risk. To help mitigate the spread of Covid-19, we are asking for your help in conducting this <b><u>screening at home every day by 8:00 a.m.</u></b> when students are attending in-person. If you need assistance in obtaining a thermometer, please let the building principal know.</p>

<p><b>Student Arrival</b></p>	<p><u>Carpool</u> – Students will be dropped off and picked up at the carpool area. Please continue to move your car up and along the line leaving no gaps in between cars. Please do not get out of your car. It is helpful and safest if students exit the car <b><u>at the curbside on the school side of the building</u></b>. Students should be prepared to exit the car quickly. If a parent/guardian needs to assist a student getting out of the car, please park in an available spot.</p> <p>8:45 a.m. - Parents may begin dropping off their children to enter the building.</p> <p>9:10 a.m. – Devon’s main entrance door is closed. Students who enter after this time will check-in at the main desk and will be marked as tardy.</p>
<p><b>Visitors &amp; Volunteers</b></p>	<p>Unfortunately, parents may not enter the building during student drop-off and pick-up. Until further notice, school visits will be scheduled on an appointment-only basis. Please contact the main office with requests to visit the building. Though not a substitute for in-person interactions, most meetings will be held by phone or virtually, using the Microsoft Teams platform.</p>
<p><b>Student Dismissal / Pick-Up</b></p> <p>(see ‘Safety Reminders’ below)</p>	<p><u>Dismissal</u> -</p> <p>The school day officially ends at 3:45. Staff may begin dismissing carpool students earlier based on the length of the car line. We will have many more students dismissing via parent pick-up starting March 15. We expect the car line to be quite lengthy and ask for your patience with this process.</p> <p><u>Notification about Dismissal Changes</u> -</p> <p>Parents who utilize bus transportation for their students must send a note to school and/or contact the Devon office (610-240-1450) to indicate a change to walking or parent pick-up. <b>If a student is assigned a bus and we do not have a note from the parent indicating otherwise, the student will be dismissed on the bus.</b></p> <p><u>Carpool</u> –</p> <p>All carpool pickups will occur in the main carpool line in the front of the building. <b>Place a placard with student’s name and grade in the front window of the car</b> to facilitate a quick, smooth dismissal.</p> <p>If you arrive prior to 3:30 for pick-up, and there are parking spaces available, please park in the lot and walk to the flagpole. We can take your name and have your child dismissed to you there. This will help to reduce the number of cars backed up in the carpool line.</p>

	<p>Staff members will record student names on an iPad that will then display in classrooms. Students will exit out the main lobby doors.</p> <p><u>Walkers –</u> Walkers will be dismissed from the main entrance and can meet their parents by the flagpole. Parents who walk to the school to pick up their child or those who park and pick up at the door should do so and wait in the flagpole area until a staff member can record your student’s name. A staff member will record names via an iPad. Students will be dismissed from their classrooms to the flagpole area. Parents should wait in a masked and socially-distanced manner for their children.</p> <p><u>Buses –</u> One bus will be called at a time and will be loaded in the bus circle.</p>
<p><b>Early Dismissal (for an appointment)</b></p>	<p>Please send a note for any early dismissal to <a href="mailto:desattendance@tesd.net">desattendance@tesd.net</a> or call 610-240-1450.</p> <p>Park in an open parking space in the parking lot. Call the main office (610) 240-1450 and main office staff will meet you at the main entrance with your child.</p>
<p><b>Arrival and Dismissal Safety Reminders</b></p>	<p>Please refrain from using cell phones when entering or exiting the carpool area. Arrival and dismissal are a very busy times and we need everyone to be alert.</p> <p>Please be mindful to not block the buses from exiting the bus circle onto S. Fairfield Road.</p> <p>Please follow the signage and only load and unload students near the sidewalk drop-off pick up area close to the school.</p> <p>To keep our carpool line running safely and smoothly, we ask that you display the name card (with student name and grade) on your dashboard or under your visor.</p> <p>Please pull forward as far as possible to allow staff members to load several children into their cars at once. If you have to wait for your child or buckle them in, please pull up as far as you can to allow the carpool line to move quickly.</p> <p>Please let your child out on the curb side of the carpool circle.</p>

	<p>We hope to keep the line moving so everyone can get out in a timely manner.</p> <p>Please do not park and leave your car anywhere but in a lined parking spot during morning drop off or afternoon dismissal.</p> <p>Please be mindful of the stop signs, oncoming traffic in the parking lot, and the speed limit.</p> <p>Cars are not permitted in the bus circle between 8:30-9:20 a.m. and 3:00-4:00 p.m.</p> <p>When dropping students off, please form a single line along the curb and allow your child to disembark on the curb side. Please DO NOT form double lines of cars in front of the school.</p>
<b>Classrooms</b>	<p>We will maximize social distancing space of 3-6 feet between students and 6 feet between students and adults. The distance will vary based on numbers of students who select to attend in-person in each classroom.</p> <p>Students will sit at individual desks 3-6 feet apart for instruction.</p> <p>Teachers have plexiglass in front of their desks to mitigate virus transmission.</p> <p><u>Face Coverings</u> – Teachers will be wearing face coverings during instruction when students are in the classroom, as will students.</p> <p>Gaiters are no longer permitted for students or staff.</p> <p>We ask students to wear masks that are snug over the mouth and nose, that do not gape on the sides, and that do not have exhalation vents or valves.</p>
<b>Student Materials &amp; Supplies</b>	<p>Students will not share materials or supplies. Please confirm with classroom teachers to make sure all students have all necessary supplies. Please reach out to Tami Noel (<a href="mailto:noelt@tesd.net">noelt@tesd.net</a>) if you need financial assistance purchasing supplies.</p>
<b>Special Areas</b>	<p>Art, Music and Library/Media will take place in the Core classrooms. PE will be outside when feasible. If there is inclement weather, PE can be in the classroom and/or gym.</p>
<b>Lunch</b>	<p>During the 2020-2021 school year, students will not be charged for school meals. There is still a cost for snacks. If you want lunch for your child please indicate your choice on the daily symptom screener.</p>

	<p>Lunches will be organized throughout the building so that students may remove their masks, while eating, and remain distanced 6-feet from other students and adults. They will continue to be seated facing one direction.</p> <p>Students will eat lunch with their classroom peers in the cafeteria and/or in classrooms around the school.</p> <p>Parents may send a bagged lunch or order a lunch through the cafeteria. If you wish to order a lunch, this can be done on Powerschool when completing the Health Screener. We ask that students bring items that they can open without assistance and have a spoon, fork, or “spork” if needed.</p>
<b>Recess</b>	<p>Recess will be held by individual class, at regularly scheduled times for each grade level. Students will wash or sanitize hands before and after playground use. Recess area on the school grounds will be designated for each individual class. The playground equipment will be opened as one of the recess locations. Indoor recess will occur during inclement weather.</p> <p>Over the course of each week, classes will rotate through recess locations so that students have access to the blacktop, turf, swings, and playground area.</p> <p>We will follow CCHD guidance that frequently touched surfaces of playground equipment will be cleaned as frequently as possible. Students will wash their hands or use hand sanitizer after play.</p>
<b>Safety Drills</b>	<p>Safety drills will be adjusted to allow for social distancing.</p>
<b>Virtual Student Materials</b>	<p>Regular pick up of materials will continue to be scheduled and communicated to parents of students attending virtually.</p>

**Elementary Reopening Checklist for Parents and Students**

**Prior to March 15**

- [PowerSchool](#) – please make sure you know your PowerSchool login (more information about PowerSchool is [here](#))
- Please check with teachers to ensure that students have all necessary classroom supplies, as classroom supplies will not be shared. Please call the school counselor if assistance with school supplies is needed.
- Please spend time practicing the wearing of masks/face coverings, proper handwashing and social distancing

### **Daily Checklist, starting March 15**

- [Powerschool](#) – complete Health Screener each morning by 8:00 AM, prior to students entering the building or getting on the bus
- Please send children to school with 2 masks/face coverings – one on, one in backpack
- Please send children to school with a filled water bottle (water bottle filling stations are available, but water fountains are disabled to prevent infection)
- Please send children to school with a bagged lunch, if not ordering from cafeteria (information about [TESD Food and Nutrition Services](#) and lunch menus)