

**TESD Elementary Logistics Guide: Integrated Instruction/Hybrid Model for Families
(to begin no earlier than October 12, 2020)**

Topic	Procedures
<p>Symptoms Screening for Students</p>	<p>Daily symptom screenings for students and staff are vital to the health and safety of our school community. This is a required component of your decision to attend school in-person. <u>The screening must be completed before arriving at school each day; ideally by 8:30AM so a report can be run before students begin arriving.</u></p> <ul style="list-style-type: none"> • Parents/Guardians will complete update in PowerSchool Parent Portal prior to students entering the building (ideally before 8:30AM), affirming that students are symptom-free. • Parents/Guardians need to use PowerSchool log-in information. Check your access here: PowerSchool • Procedures are in place for main office staff to check daily prior to students entering the building. Nurses will be part of the process. • Students who arrive without completed screener will not be allowed to enter their classrooms until temperature is taken by a staff member. • Parents/Guardians will be contacted to answer questions. • Lunch will also be ordered through the PowerSchool Parent Portal along with the symptom screener. <p><i>Those car line drivers who have not completed Symptom Screening prior to 8:30AM will be asked to complete it in parking lot prior to student begin dropped-off. Drivers will need to re-enter the car line to avoid delays. Families may wish to keep a thermometer in the car for such instances.</i></p> <p>Weather permitting, bus riders who do not have a completed Symptom Screening by 8:30 AM will wait on the bus ramp for nurse. Otherwise they will need to wait socially-distanced in the cafeteria.</p> <p><i>Repeated failure to complete the symptom screener puts our school and community at risk. This may impact the student's ability to continue in-person instruction during hybrid.</i></p>
<p>Transition Days</p>	<ul style="list-style-type: none"> • Oct. 12 (A-K): Special Education (4 day students in learning centers) & Kindergarten • Oct. 13 (A-K): All Grades • Oct. 14: All Students Virtual • Oct. 15 (L-Z): Special Education (4 day students in learning centers) & Kindergarten • Oct. 16 (L-Z): All Grades • Begin with alpha-band plan for all in week of 10/19. <p>5 day students will continue with their individualized schedules.</p>

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<p>Arrival</p>	<p>Parents should place student’s Name and Grade in front vehicle window. Parents/drivers should not get out of cars with students.</p> <p><i>Those who have not completed Symptom Screening prior to 8:30AM will be asked to complete in parking lot prior to student begin dropped-off. Drivers will need to re-enter the car line to avoid delays.</i></p> <p>Car line: To improve flow in the carline and reduce hallway traffic in the building, please do your best to follow the recommended alpha-band time frames:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Monday/Tuesday</td> <td style="width: 50%;">Thursday/Friday</td> </tr> <tr> <td>8:40 A-D</td> <td>8:40 L-N</td> </tr> <tr> <td>8:45 E-G</td> <td>8:45 O-S</td> </tr> <tr> <td>9:00 H-K</td> <td>9:00 T-Z</td> </tr> </table> <p>Special education aides will meet their students in front of main lobby each morning.</p> <p>Early drop off (8:30AM) will be available for hardship reasons by prior parent request only. CLICK HERE</p> <p>Buses: Bus drivers may not unload all students at once. This needs to be done bus by bus to increase social distance. Each bus can only dismiss students once the bus in front of them has finished unloading. Special education aides will meet their students at the bus each morning</p> <p>All students should be in classrooms by 9:10AM so class meetings can begin on time. Students who arrive after 9:15 will be marked late.</p>	Monday/Tuesday	Thursday/Friday	8:40 A-D	8:40 L-N	8:45 E-G	8:45 O-S	9:00 H-K	9:00 T-Z
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<p>Building Entry</p>	<p>Car line:</p> <ul style="list-style-type: none"> • Parents should place student’s Name and Grade visibly in front vehicle window. Do not get out of cars. • Use one drop off location at front of school; students report directly to classrooms via grade level doors. Staff will guide students to entrances. • K, 1st, 4th Grades – Main Door • 2nd and 3rd Grades – Lower entrance to left of main door <p>Buses: Buses will unload students one bus at a time to allow for social-distancing. Students enter directly to classrooms.</p> <ul style="list-style-type: none"> • Special education aides will meet students at car line and bus ramp 								

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<p>Absences/Early Dismissals Dismissal</p>	<p>Please email hesattendance@tesd.net when your child will be absent from school, arriving late or dismissed early.</p> <p>Car Line: Parents should place student’s Name and Grade visibly in front vehicle window. Do not get out of cars. Do no pass other cars. Please wait in line.</p> <p>To improve flow in the carline and reduce hallway traffic in the building, please do your best to follow the recommended alpha-band time frames:</p> <p>Students will dismiss directly from classrooms as their cars arrive.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Monday/Tuesday</td> <td style="width: 50%;">Thursday/Friday</td> </tr> <tr> <td>3:40 A-D</td> <td>3:40 L-N</td> </tr> <tr> <td>3:45 E-G</td> <td>3:45 O-S</td> </tr> <tr> <td>3:50 H-K</td> <td>3:50 T-Z</td> </tr> </table> <p>Buses: Buses will be called as they arrive one at a time. Students will line-up socially distanced on bus ramp (weather permitting) or inside upper lobby.</p>	Monday/Tuesday	Thursday/Friday	3:40 A-D	3:40 L-N	3:45 E-G	3:45 O-S	3:50 H-K	3:50 T-Z
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<p>Masking of Students and Staff</p>	<p>Face coverings are required for all students and staff</p> <ul style="list-style-type: none"> • Cloth masks are recommended. Please send your student with 2 masks (1 on face and 1 extra in backpack.) • Students who cannot wear a mask can wear a face shield. 								
<p>Quarantine and Isolation Rooms</p>	<p>Isolation and quarantine rooms are designated spaces for students or staff displaying symptoms or in close contact with a symptomatic person during the school day.</p> <ul style="list-style-type: none"> • Should your student develop symptoms during the school day, they will be moved to an isolation room and parent/guardian will be contacted by the school nurse to pick them up immediately. • Parents of those in close contact (closer than 6 feet for 15 minutes or more) will be contacted as well. 								
<p>Classrooms</p>	<ul style="list-style-type: none"> • Required social distancing space between student chairs • Students at individual desks at least six feet apart for instruction. • Students with aides will be seated next to door to limit adult exposure. • Superfluous furniture and all necessary furniture at sides of rooms • 12 desks w/ chairs per classroom; possibly room for students to bring chairs to front of room for reading groups • Scheduled transitions so there are no bottlenecks in the hallways and classes are not moving through the hallways at the same time. 								

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Restrooms	<p>Students wait in the hallway socially-distanced and staff sends two or three students in at a time.</p> <ul style="list-style-type: none"> • Restroom breaks will be scheduled by teachers • Students permitted to go to bathrooms in an ‘emergency,’ too. • Handwashing/sanitizing encouraged throughout the day and scheduled after recess
Student Personal Items	<p>Students use cardboard box (decorated, including student name) with a plastic liner to store personal items in the classroom next to their desk.</p>
Core Reading Groups	<p>Reading groups may need to happen in a socially distanced classroom in which students stay at their individual desks for reading groups, rather than gathering in a separate part of the classroom.</p>
Student Materials & Supplies	<p>No sharing of materials or supplies; make sure all students have all necessary supplies.</p>
Leveled Math Classes	<p>As many students as possible will be kept with the Core Teacher.</p> <ul style="list-style-type: none"> • Switching times will be staggered by Core Teacher to avoid too many students in the hallway at one time.
Special Areas	<p>Art, Music and Library/Media will happen in the Core classrooms. PE will be outside. If there is lightning, snow, etc. PE can be in the classroom and/or gym.</p>
Art	<p>Students will utilize supplies from their class supply list for art class. Materials will not be shared.</p>
Physical Education	<p>PE classes should occur outside as often as possible but may utilize the gym for inclement weather.</p>
Library/Media	<p>Media Specialists may use traveling libraries with grade-level or topical selections for students. Students may access online library database via iPads to select books for check-out. Aides /paras may deliver books to students in Core classrooms.</p>
Music Band/Chorus/Strings	<p>Music classes will occur in the core classrooms. Please find specific information about Band, Chorus, and Strings on Mr. Haines and Mrs. Mertz’s Schoology pages.</p>
IEP Learning Centers	<p>These spaces will be utilized when necessary for 4-5 day IEP students and on virtual Wednesdays:</p> <ul style="list-style-type: none"> • Large Group Room

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	<ul style="list-style-type: none"> • Library • Reading Room 205 • Science Labs A and B
Support Areas	<p>Reading support, speech, and occupational therapy supports need to meet in larger spaces where students in necessary small groups can be spread out to maintain social distancing. Students will transition to these rooms with adult supervision.</p>
Student Lunch	<p>Lunch orders will be placed via the PowerSchool Parent Portal in conjunction with the daily Symptom Screening.</p> <p>Lunch will be eaten in core classrooms.</p> <ul style="list-style-type: none"> • Students will bring bagged/boxed lunches. • Cafeteria staff will prepare bagged lunches for delivery to classrooms. • Supervision of lunch – Aides/paras will enter the classrooms so teachers can have their lunch break. • Due to life threatening allergies, we encourage families to avoid sending nut products. Students with lunches containing nuts will need to eat in the cafeteria. Classrooms remain nut-free.
Recess	<p>Recess will be held by Core class, at regularly scheduled times for each grade level.</p> <ul style="list-style-type: none"> • Staggered timing to reduce hallway traffic • Designated recess area on the school grounds for each Core class • Students are not able to share equipment or use the playground equipment. • Teachers/aides may prepare a variety of activities that can be facilitated with students to keep them engaged but distanced • Indoor recess activities will vary by grade level. <p>Hillside recess locations (can rotate weekly—designate by grade team):</p> <ul style="list-style-type: none"> • Blacktop outside gym/café (small area) • Baseball diamond/field • Soccer field • Blacktop behind gym (wall-ball area) • Blacktop near K playground • Basketball court
Safety Drills	<p>Required fire drills and other safety drills will be held and modified for social distancing.</p>

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