

New Eagle Elementary Integrated (Hybrid) Logistics Guide

Integrated Instruction planned to begin October 12, 2020

Topic	Procedures
<p>Orientation Week</p>	<p>As indicated on slide 35 of the original TESD Reopening Plan, we will transition students back to school the week of October 12-16 according to the following schedule:</p> <p>Monday, Oct. 12 (<u>Students with last names A-K</u>): Kindergarten Only Tuesday, Oct. 13 (<u>Students with last names A-K</u>): All Grades, K-4 Wednesday, Oct. 14: All Virtual Thursday, Oct. 15 (<u>Students with last names L-Z</u>): Kindergarten Only Friday, Oct. 16 (<u>Students with last names L-Z</u>): All Grades, K-4</p> <p>Note: Kindergarten students will report for their Morning or Afternoon session on both of their assigned days during this transition week. All students in grades 1-4 with last names in the A-K cohort will report only on Tuesday, and all students with last names in the L-Z cohort will report only on Friday during this transition week.</p> <p>Parents of students in grades 1-4 <u>new</u> to New Eagle for the 20-21 school year: students are invited to an optional, brief visit in the building on Monday, Oct. 12 (last names A-K) from 1:30-2:00 p.m. or Thursday, Oct. 15 (last names L-Z) from 1:30-2:00 p.m. More info coming soon!</p>
<p>Symptoms Screening for Students</p>	<p>Please complete the form in PowerSchool prior to students getting on the bus or entering the building, affirming that students are symptom-free. Parents will receive an email reminder from TESD each day.</p> <p>If the screener has not been completed by the time your student arrives, we will contact you. 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 screening at home. If you need assistance in obtaining a thermometer, please let Dr. Gately know.</p>
<p>Early Drop-Off</p> <p>Click HERE to sign up, if needed to relieve a significant family hardship.</p>	<p>Due to the 2019 change in the elementary school start time of 9:10 a.m. and drop-off at 8:55 a.m., the T/E School District will provide an early student drop-off option. This option has been approved to support elementary parents who are facing a significant hardship because of conflicts with work schedules or other commitments. Unless your family is experiencing a significant hardship that impacts your morning schedule, parents will need to make arrangements to accommodate the 8:55 a.m. drop-off time.</p> <p>We emphasize that parents should only use Early Drop-Off to relieve a significant family hardship. In addition, it is expected that families will commit to using this program on a consistent basis. At 8:30 a.m.,</p>

	<p>students will report directly to their classrooms where adult supervision will be provided until class begins.</p> <p>Parents who have registered their child for Early Drop-Off may bring their child to school between 8:30 a.m. – 8:40 a.m. The District-provided Early Drop-Off option will not be available prior to 8:30 a.m.</p>
Visitors / Volunteers	<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 school secretary with requests to visit the buildings. Though not a substitute for in-person interactions, most meetings will be held by phone or virtually, using the Microsoft Teams platform.</p>
<p>Student Arrival / Drop-Off</p> <p>(see ‘Safety Reminders’ below)</p>	<p><u>Carpool</u> – Use upper carpool circle only for student drop-off and pick-up.</p> <p>8:30 a.m. – Early Drop Off students report directly to classrooms</p> <p>8:55 a.m. – Student arrival begins; students report directly to classrooms</p> <p>9:10 a.m. – All entrances close, except for main entrance</p> <p>9:15 a.m. – Late Bell; late arriving students check in at greeter’s desk to be marked late and then proceed to classrooms</p> <p>Upon arrival in classrooms, students will place their belongings in their ‘cubby’ next to their desks and will wash their hands before returning to their desks until class begins.</p>
Student Building Entry	<p>In order to facilitate social distancing, we will use and supervise different entrances for each grade level; students will report directly to classrooms.</p> <p>At New Eagle (<u>Carpool & Buses</u>):</p> <p>Kindergarten – directly into classrooms via back doors of K classrooms</p> <p>1st Grade – main lobby entrance</p> <p>2nd Grade – lower entrance by library/elevator</p> <p>3rd Grade – field entrance by upper carpool circle (and Mr. O’Hara’s class!)</p> <p>4th Grade – front entrance by upper carpool circle</p>
Student Dismissal / Pick-Up	<p>At New Eagle:</p> <p><u>Carpool</u> –</p> <p>All carpool pickup will occur in the upper carpool circle. Parents must present a placard with student name(s) in the window of their vehicle in order to facilitate a quick, smooth dismissal.</p>

(see 'Safety Reminders' below)	<p><u>Buses</u> – One bus at a time will be loaded in the bus circle.</p>
Early Dismissal (for an appointment)	<p>Please send a note for any early dismissals to nesattendance@tesd.net. Park in an open parking space in the parking lot. Call the main office (610-240-1550) and office staff will meet you at the main entrance with your child.</p>
Student Building Exit	<p>In order to facilitate social distancing, we will use and supervise different exits for each grade level.</p> <p>At New Eagle (<u>Carpool</u> & <u>Buses</u>): Kindergarten – directly out of classrooms via back doors of K classrooms 1st Grade – main lobby exit 2nd Grade – lower exit by library/elevator 3rd Grade – field exit by upper carpool circle (and Mr. O'Hara's class!) 4th Grade – front exit by upper carpool circle</p>
Arrival and Dismissal Safety Reminders	<p>Please refrain from using cell phones when entering or exiting the carpool circle. Arrival and dismissal times are very busy and we need everyone to be alert.</p> <p>Each family has received a name card to display in their cars in the carpool line. In order to keep our carpool line running safely and smoothly, we ask that you display the name card 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, again, please pull up as far as you can to allow the carpool line to move quickly.</p> <p>Please do NOT get out of your car to retrieve your child from the line.</p> <p>Please let your child out on the curb side of the carpool circle.</p> <p>We strive 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 8:40-9:20 a.m. and 3:00-4:00 p.m. There are some exceptions for when it is permitted to use the bus circle: Early Drop Off Students prior to 8:40 a.m.; Morning Kindergarten Pick-up and Afternoon Kindergarten Drop-off; Late-arriving students after 9:20 a.m.</p> <p>If you are dropping students off in front of the school after all buses have arrived (after 9:20 a.m.), 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>
<p>Classrooms</p>	<p>We will ensure required social distancing space between student chairs/desks.</p> <p>Students will sit at individual desks at least six feet apart for instruction.</p> <p>We have removed extra furniture and pushed all necessary furniture to the sides of classrooms.</p> <p>Teachers have plexiglass ‘sneeze guards’ in front of their desks to prevent virus transmission.</p> <p>Teachers will be wearing face coverings (mask, face shield) during instruction when students are in the classroom, as will students. Regular mask breaks will be provided, outside, when students are socially distanced during recess.</p> <p>Teachers will be instructing students who are in the building on their assigned days (last names A-K on Mondays and Tuesdays, last names L-Z on Thursdays and Fridays), as well as students who are at home attending virtually.</p>
<p>Student Materials & Supplies</p>	<p>This year, there will be no sharing of materials or supplies. Please make sure all students have all necessary supplies. Please reach out to Mr. Hargest and/or Dr. Gately if you need help purchasing supplies. Grade-level supply lists are on the New Eagle website.</p> <p>Students will have a personalized box next to their desk to be used as their ‘cubby’ (for backpacks, coats, hats & gloves, umbrella, etc.)</p>
<p>Leveled Math Classes</p>	<p>This year, students in 2nd, 3rd, and 4th Grade may also have their Core Teacher for math in order to enhance social distancing between groups of students.</p> <p>Students will switch for Math class via a staggered schedule in order to enhance social distancing.</p>

Special Areas	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 or cafeteria.
P/E	PE classes will occur outside as often as possible. Students should be sent to school dressed appropriately for the weather.
Library/Media	Media Specialists use traveling libraries with grade-level or topical selections for students. Students are able to access the online library database via iPads to select books for check-out. Adults will deliver books to students in Core classrooms. When returned via the Core classroom, books will be placed in daily bins. After three days, books can be re-shelved and re-distributed to students.
Art	No art supplies will be shared between or among students; students will use their own supplies.
Music Band/Chorus/Strings	Music classes will occur in the core classrooms. Please find specific information about Band, Chorus, and Strings on Ms. Worthington and Mrs. Mertz's Schoology pages.
Student Lunch	Students bring bagged lunches or order a bagged lunch from the cafeteria. Cafeteria staff prepare bagged lunches for delivery to classrooms. <u>Due to the large number of students at New Eagle with life-threatening food allergies, we encourage families not to send students to school with peanut butter or nuts for snack or lunch. Students with lunches containing nuts will need to eat in the cafeteria. Classrooms remain nut-free. Peanut butter will not be served by the cafeteria.</u> Snack and lunch orders will be completed by parents in the morning via PowerSchool along with the Symptoms Screener.
Recess	Recess will be held by individual class, at regularly scheduled times for each grade level. Recess area on the school grounds will be designated for each individual class. Students are not able to share equipment or use the playground equipment. Teachers and staff monitoring recess, with help from the PE teachers, will prepare a variety of activities that can be facilitated with students to keep them engaged but socially distanced; indoor recess will occur during inclement weather. New Eagle recess locations (6); locations B-F will rotate (weather permitting): A – courtyard outside K classrooms

	B – blacktop outside gym C – baseball field D – soccer field E – blacktop behind school F – upper field
Safety Drills	Social distancing will be encouraged for all fire drills, lockdown drills and other safety drills.

New Eagle Elementary Reopening Checklist for Parents and Students

Prior to October 12

- [PowerSchool](#) – please make sure you know your PowerSchool login (more information about PowerSchool is [here](#))
- In PowerSchool – please complete emergency medical information, verification of information form, and media consent form
- Review [TESD Reopening Plan](#), especially slides 13-24
- Note the [transition schedule](#) for the week of October 12-16
- If needed to relieve a significant family hardship, sign up for Early Drop Off [here](#)
- Please sign and return (by mail or drop-off) these three forms requiring parent and/or student signature: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet, Concussion and Traumatic Brain Injury Information Sheet, and Code of Conduct (Note: full Code of Conduct is in the [2020-2021 Student Handbook](#))
- Please ensure that students have all necessary grade-level [supplies](#), as classroom supplies will not be shared
- Please spend time practicing the wearing of masks/face coverings, proper handwashing and social distancing

Daily Checklist, starting October 12

- [PowerSchool](#) – complete Symptoms Affirmation Form each morning, 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 via [PowerSchool](#) in the morning. (Information about [TESD Food and Nutrition Services](#); sign up for [SchoolCafe](#) – online cafeteria service)