



Caldwell Elementary School

Reopening Roadmap 2020-2021

First Day

Employees:

- All SCS employees will return to work on August 3, 2020
 - Beginning of the year trainings will be conducted along with sanitizing/self care procedures reviewed
 - Classroom procedures/set up in accordance with current guidelines.

Students:

- First Day for Students will be staggered as follows:
 - Students with last names beginning with A-G (193 students) will attend school on August 12th
 - Students with last names beginning with H-P (199 students) will attend school on August 13th
 - Students with last names beginning with Q-Z (154 students) will attend school on August 14th
- 1st day instruction will include established routines and procedures for proper handwashing, sanitizing, self care etiquette (sneezing and coughing) using the following link:
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- All students will report to school on Monday, August 17th.

Classroom Set up & Procedures

- It is the intention of CES faculty and staff to provide students with as normal as possible learning environment during the school day while incorporating health codes and guidelines.

- Every attempt will be made to maintain social distancing within the classroom set up throughout the school day. This will depend on the number of students within the classroom.
- Students are encouraged to bring prepackaged snack to school daily. Snack items must be in disposable packing or containers. Students will have the option to purchase a snack item from the breakfast cart each morning.
- Students will be required to bring a pre-filled water bottle from home daily for use.
 - Water fountains will not be accessible for student protection.
- Students materials and supplies will remain at school to minimize exposure.
 - Only lunch sacks and water bottles will be brought to school daily.

Transition throughout the school day:

- Students will be required to wear face masks during transition throughout the school.
- Students will be encouraged to keep hands to themselves when traveling through the hallway.
- Students will be allowed to go to the restroom with their class, no more than two at a time.
- Students will be required to use soap and wash hands before leaving the restroom area.

Face Masks/ Facial Coverings

- Any visitor that is allowed to enter the school building will be required to wear a face mask or covering.
- Faculty and staff will be required to wear face masks throughout the day.
- Students will be required to wear face masks at times throughout the school day such as transition times, small group instruction, and arrival/dismissal.
- Students have the option to wear face masks continuously throughout the school day.
- SCS and CES will follow all guidelines and mandates concerning face masks/coverings.

Instructional Schedules

- ***Blended***
 - 4-day week schedule (see board approved calendar) with Google Classroom/Freckle integration
 - Teachers will plan collaboratively weekly
 - Teachers will use E-learning days to prepare virtual instruction and activities for the next week.
 - Daily Instruction within the classrooms will look as normal as possible.
 - Tiered/Small group instruction will still be required to differentiate learning for students.
 - Students and SCS employees will be required to use face masks or PPE during small group instruction where social distancing is not an option.
 - Tier I, Tier II, and Tier III instruction is required daily within the classrooms for reading instruction.

- School-wide Tier II instruction will take place daily each day that school is in session.
- All homework will be completed using Google classroom (no worksheets, textbooks, etc should leave the school).
- All daily notifications & communication will take place through Remind, Class Dojo, etc.
- **Virtual**
 - Schoology platform
 - 1st-2nd grade 45-90 minutes daily
 - 3rd grade 60-120 minutes daily

TRANSPORTATION

Arrival Procedures:

- Students may NOT be dropped off prior to 7:15 am daily.
- Students may NOT enter the building before 7:15 am daily.
- Upon entering the building students will report directly to their classroom.
- Bus riders will be dismissed into the building in the order their bus arrives.
- Visiting classrooms and lingering in the hallways will not be permitted. Staff will supervise hallways to ensure promptness of students.
- Students MUST be able to get themselves out of the car without staff help. Staff will be available to monitor traffic flow and ensure student safety but will maintain 6 foot social distancing guidelines. (social distancing guidelines will not allow for staff members to open doors and get students out of cars.)

Dismissal Procedures:

- Students will remain in classrooms until dismissal procedures begin.

Bus Riders:

- All bus riders will begin loading buses at 2:40 pm. Once buses have arrived, students will be called by grade level to exit the classroom and load the bus.
 - Students will be called by grade level to minimize large gatherings.
 - Students will be accompanied by teachers to the loading zone.
 - Students will be monitored by faculty and staff continuously during loading.
 - Students will follow loading/unloading procedures using assigned seating, face masks/coverings, and bus safety rules.

Car Riders:

- Car riders will begin dismissing after clearance of buses from campus (approximately 2:50 pm).
 - Car riders will remain in their assigned zone outside and will social distance.
 - In the event of poor weather, students will remain in classrooms and will be called to exit the building in the order their ride arrives.

- Parents are encouraged to use identification tags provided by classroom teachers to ensure quick service.
- Students will be required to be able to get themselves in the vehicle.
- Faculty and staff will monitor the dismissal process to ensure student safety, but will maintain social distancing guidelines.

Health Checks/Services

- Parents and students are strongly encouraged to practice in home screenings prior to coming to school. Students showing any symptoms listed on the CDC checklist should be kept at home. Parents should use the following CDC checklist to screen their children at home.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Student temperatures will be taken twice daily using a non-touch thermometer.
- Students will have a temperature check immediately upon entering their classroom each morning.
- Students will have a second temperature check mid day by the classroom teacher.
- Any student that has a temperature reading of 100.4 or higher will be referred to the nurse for further screening.
- Any student showing any signs or symptoms of illness will be referred to the nurse for further screening.
- Students requiring further medical screening will be placed in a socially distanced, isolated space within the nurse's office until screening is completed. Students will remain in this space until retrieved by their parents/guardians.
- Any minor medical needs will be handled by the classroom teacher.
 - Band-aids will be provided to classroom teachers for distribution.
- Routine medication will be dispensed by trained staff from the medication room near the front office. Students will enter the room from the hallway accessible door.

Reporting

- All student information is kept confidential in regards to FERPA, including health information.
- Parents are encouraged to contact the school following any positive result in testing for any student.
- All employees are expected to notify the school of any positive test result.
- Parents will be notified by administration using a schoolcast message immediately upon confirmed exposure or possible exposure.
 - Student and employee names will not be released in reporting.
 - No additional details will be released.
 - Further instructions/suggestions regarding positive test results or possible exposure will be included within the message.

Child Nutrition

- Parents are encouraged to complete meal assistance forms online. A link is provided on the SCS website as well as the Caldwell website.
- Student lunch accounts should be kept current. Payments can be made using PayPams online.
- If checks/cash is sent for lunch accounts, it must be sealed in an envelope or ziplock bag and labeled with student name and lunch #.

Breakfast:

- Breakfast meals will not be served in the lunchroom.
- Students will have the opportunity to purchase breakfast items following homeroom daily. These items will be individually packaged and will include, but not limited to: yogurt, cheese sticks, muffins, milk, etc.
- Students that receive free/reduced breakfast will be allowed to pick items as well.

Lunch:

- Lunch will take place in individual classrooms on a “grab and go” procedure.
 - 2nd and 3rd grade will pick their lunch up and return to their classrooms.
 - 1st grade lunches will be delivered to the classrooms for the first nine weeks.
- All cafeteria purchased meals will be provided to students in prepackaged containers.
- Student lunch numbers will be keyed in by CNP staff.
- Lunchboxes will not be allowed. Lunches brought from home must be in disposable containers such as zip-lock, paper, or plastic bags.

Visitors in the Building

- Visitors will not be allowed to visit the school without a valid reason or appointment.
 - If you need to speak with administrators or your child’s teacher, please call the school to schedule a conference. All conferences will take place via phone or through zoom virtual meetings unless special circumstances prohibit.
- Visitors must be approved for entry using the security system. This will require all visitors to produce a valid drivers’ license or picture ID.
- All visitors will remain in the front office lobby area and are asked to wear a face mask while inside of the school building.
- No visitors will be allowed to visit classrooms or the lunchroom during the school day.

Cleaning/Sanitizing

- Each classroom will be equipped with hand sanitizer and disinfectant cleaner.
- Surfaces and supplies will be sanitized and cleaned frequently throughout the day.
- Students will be required to sanitize hands before and after using chromebooks.
- Students will be required to use soap and water to wash hands before leaving the restroom and before eating.
- Frequent handwashing will be encouraged throughout the day.
- Water fountains will be closed for student protection.
- Restrooms will be cleaned and restocked frequently throughout the school day.

- Custodian will be on a staggered schedule to ensure proper cleaning procedures throughout the school day.

Open House/Parent Engagement Events

- All beginning of the year parent information will be recorded and sent out virtually this school year.
- Open House/supply drop off and meet the teacher events are cancelled for this school year.
- All documents will be sent home with the child on the first day of school and are asked to be returned on Monday, August 17th.
- Any documents that can be completed online is encouraged.
- Parent Engagement events will be scheduled and announced at a later date. Platforms for these events will be announced prior to the event. *Determination will depend on current guidelines and restrictions.* Virtual participation options will be included with each event.

Considerations

- Parents are encouraged to teach children to tie shoes or purchase shoes without laces.
- Parents are encouraged to send easy to open packaged items for lunch and snack.
- Practice buckling and unbuckling the seatbelt with your child.
- Practice with your child proper use of face masks or coverings.