

Return to In-Person Learning Plan for ALLEN Families

Face-to-Face Procedures and Expectations for Students and Parents/Guardians



Please use this information to help teach your student(s) the new expectations and routines for this school year. This plan will be a helpful guide as we return to face-to-face instruction. Please remember that student safety is our #1 priority.

Arrival

- Students arrive between 8:10 am - 8:25 am and go straight to the classroom
- Parents/guardians should drop student(s) off and proceed with traffic to avoid congestion. If you are walking your child up to the building, it is imperative that you social distance and do not congregate outside the entry points. Please do not arrive before 8:10 am.
- Upon entering the classroom, students will wash/sanitize hands
- Our entry points have extra supplies, if a student should forget theirs (sanitizer, masks, etc.)
- Each grade will enter and exit through a specific set of doors. **A map will be emailed to parents.**

○ Bus Loop Doors

- Mrs. Chatham - Young 5's (7:50am-2:15pm Full Day/7:50 am-11:16 am Half Day)
- Mrs. Budzinski - Kindergarten
- Mrs. Noble - Kindergarten

○ Pod 1 Doors

- Mrs. Menna - First Grade
- Mrs. Wooten - First Grade
- Mrs. Ritchie - ECP

○ Front Lobby Doors

- Mrs. Smith - Second Grade
- Ms. Thomas - Second Grade

○ Pod 3 Doors

- Mrs. Ballantyne - 4th Grade
- Mr. Wheaton - 4th Grade
- Mrs. Witkowski - 5th Grade

○ Recess Doors

- Mrs. Behm - 3rd Grade
- Mrs. Gervasi - 3rd Grade
- Mr. Piestrak - 5th Grade

Arrival-late and Dropping off of belongings during school hours

- **Late arrival** (after 8:25am)
 - Student(s) must be walked in through front doors into the vestibule by a parent/guardian; both student(s) and parents/guardians must be wearing a mask
 - Student(s) must be signed in by a parent or guardian at the table in the vestibule. A QR code will be available for sign in and out as well as a paper copy.
 - Only the student(s) may enter the office
- **Dropping off belongings during school hours**
 - Parent/Guardian will label items that are dropped off using the materials in the vestibule
 - Sticky notes and pens will be in the vestibule; please place the pen in the “used” container after item(s) have been labeled.
 - After item(s) are properly labeled with student & teacher name on the sticky note, please put item in the bin in vestibule

Breakfast/Snacks/Water fountains

- No breakfast in the classroom. Breakfast items will be provided through an adult/parent pickup program every Wednesday through the Food Service program.
- Teachers will determine if snacks are allowed in their class
- Hands must be washed/sanitized before and after all food consumed.
- No parties or celebrations allowed at this time.
- No sharing of food/drinks allowed.
- It is suggested for students to bring a labeled water bottle with them to school.
 - All water fountains are closed; bottle filling station will be open

Chromebooks

- All students are expected to bring the school-issued Chromebook and charging cord to school daily; Chromebook is expected to be fully charged at the start of the day
- All students are expected to bring in their Clever badges daily

Dismissal - A map will be emailed to parents.

K-5 Student dismissal is staggered from 2:29-2:35 p.m.

- **Bus Loop Doors**
- 2:15 PM Mrs. Chatham - Y5 (7:50am-2:15pm Full Day/7:50 am-11:16 am Half Day)

- 2:33 PM Mrs. Budzinski - K
- 2:35 PM Mrs. Noble - K
- **Pod 1 Doors**
- 2:29 PM Mrs. Menna - 1st
- 2:31 PM Mrs. Wooten - 1st
- 2:50 PM Mrs. Ritchie - ECP
- **Front Lobby Doors**
- 2:33 PM Mrs. Smith - 2nd
- 2:35 PM Ms. Thomas - 2nd
- **Pod 3 Doors**
- 2:31 PM Mrs. Ballantyne - 4th
- 2:33 PM Mr. Wheaton - 4th
- 2:29 PM Mrs. Witkowski - 5th
- **Recess Doors**
- 2:29 PM Mrs. Behm - 3rd
- 2:31 PM Mrs. Gervasi - 3rd
- 2:27 PM Mr. Piestrak - 5th

Early Dismissal

- Student(s) will remain in the classroom until the teacher gets a call from the office
- Parent/guardian will call the school upon arrival
- Parent/guardian must wear a mask to enter the building
- Student(s) must be signed out in the vestibule by a parent/guardian
- Student(s) will be released to parent/guardian in the vestibule

Hand Washing/Sanitizer

- This will happen numerous times throughout the school day.
 - Upon arrival
 - Before and after eating
 - Before and after recess
 - Before dismissal

Lockers/Cubbies

- No shared lockers or cubbies
- Teachers will have a locker use schedule for arrival and dismissal

Lunch - Cafeteria

- Students will have assigned seats, marked with seat spots
- Dividers will be down center of tables
- Students will wash/sanitize hands before lunch
- Lunches will be served in pre-packaged containers in a "Grab and Go" style.

Lunch Recess

- Students will wash/sanitize hands before and after recess
- Masks must be worn during lunch recess
- No tag or close contact games
- Assigned areas outside to play
- No use of balls
- Recess equipment (such as playscape) can be used

Lunch Recess - Indoor (in circumstances of inclement weather)

- Students will wash/sanitize hands before and after recess.
- No sharing of materials
- Masks must be worn during inside lunch recess
- Students may use personal independent “play” items from home
- Students may use their individual Chromebook
- Students must stay at their assigned area/floor spots during indoor recess

Masks:

- Every teacher and student must wear a mask (no gaiters) unless eating.
- Parents and students must wear a mask until they are in their car during pick up or drop off.
- A face shield is NOT considered a mask.
- Students should have 1-2 extra masks in their backpacks

Mask Break/Extra Recess

- Must be outside-no mask breaks inside the building
- Outdoor break-schedule by classroom - 2 classrooms at a time maximum
- 10-15 min
- Maximum of 1 extra recess per day
- Masks must remain on the face until outside and distanced from others
- Masks must be on upon re-entering.
- Students will wash/sanitize hands before/after break

Physical Distancing:

- Staff will teach the importance of this new procedure, along with modeling and practicing.

Sick children:

- DO NOT send your child to school if they are not feeling well.
- All students will be required to conduct the health and safety self assessment at home prior to coming to school. This will include taking their temperature prior to attending school. If the student can not answer “NO” to the questions or have a temperature of 100.4 degrees or higher, they may not attend school and must notify the school office.

- Students displaying symptoms that are new, unusual, or worsening, will be sent to the office. A phone call will be made to notify parents/guardians to pick up their child.

Symptoms to look for:

- Fever greater than 100.4, chills or sweating
- Persistent sore throat
- Uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- Severe headache

Sick Students/Quarantine Room

- Location: Music room
- Barriers/dividers are available in the room
- Informational logs will be kept
- Parent/guardian pick up procedure:
 - Parent/guardian will call office; they will not enter the building
 - Office will notify staff in quarantine room that Parent/guardian is here
 - Parent/guardian will pick up student from the quarantine room via the outside door
 - Staff will sign student out from the Quarantine Room Log
- If student is vomiting and/or unable to wear mask, the student must be behind a barrier/divider
- Student is required wear an K-N95 mask; attendant is required to wear K-N95 mask, gloves, and face shield

Student/Classroom Supplies:

- Each student will have his/her own supply box/basket
- There is a 24 hour wait period for ALL classroom materials that are used by more than one student: supplies, Leveled Library, manipulatives, activities, etc.

Visitors/Secured Vestibule

- Parents/guardians need to call ahead or make an appointment to come into the building.

ADDITIONAL INFO:








- There are currently no 5th Grade Safeties

Please understand that failure to follow the procedures outlined above may result in your child being moved to the remote track.



Items to bring or do in-person school each day

Please label everything with the first and last name.

✓		<ul style="list-style-type: none"> • Southgate Schools is currently developing a Health Screener for parents/guardians to complete each day prior to sending their children to school. More information is forthcoming.
✓		<ul style="list-style-type: none"> • Your charged device
✓		<ul style="list-style-type: none"> • Lunch
✓		<ul style="list-style-type: none"> • Bottle(s) of water for drinking, labeled with name.
✓		<ul style="list-style-type: none"> • School supplies, labeled, that you need for the day
✓		<ul style="list-style-type: none"> • Masks: <ul style="list-style-type: none"> ○ Facial coverings (Must be washed daily) ○ Disposal mask (Must be disposed of daily) ○ Bring extra each day
✓		<ul style="list-style-type: none"> • Backpack or a bag to hold personal items, including lunch and supplies needed for school.