



*INFORMATION IS SUBJECT TO CHANGE AS GUIDANCE EVOLVES  
UPDATED 12/9/2020*

## **F.AVE In-Person Procedures and Processes**

As we prepare for the return of some students to in-person instruction, we want to be sure that we share some information needed to assist with the transition process and to maintain a safe and healthy school environment. The details in this guidance should be read along with [CSD's COVID-19 Safety, Facilities and Healthy School Manual](#). This guide gives specifics for F.AVE, however the CSD manual is more comprehensive in detailing procedures for all CSD schools.

At present, it is not possible to completely eliminate the risk of COVID-19 infection on campus. The school can and will, however, take reasonable and extensive steps to minimize the risk of transmission, while ensuring that educational objectives are still met to the maximum degree. For anyone returning to campus, that means that some degree of risk will remain, despite all pains taken to minimize the spread of COVID-19. We understand and respect that every family will make its own decision whether to opt for Virtual Learning or to return to In-Person learning, when appropriate.

This document is an overview of procedures, is not a comprehensive list, and is subject to change. If you have feedback on these procedures, please submit them using [this form](#). Thank you for your trust, support, and flexibility during this unprecedented time.



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A short review of Hybrid B Phase (K-5)

IF...	Then...
Community spread numbers are too high to effectively mitigate with the proposed plan	CSD will determine if we will remain in full virtual learning
Community spread numbers are within the acceptable range to effectively mitigate with the proposed plan	Parent responses to survey and teacher accommodation needs will determine the class composition.
Fewer than an average of 12-14 students per class whose families select in-person learning option	All children of families selecting in-person option will attend in-person 5 days a week for 4 hours.
More than an average of 12-14 students per class whose families select in-person learning option	We will divide students into a 2-day (A/B) cohort. Wednesdays will be virtual for all.
Families select virtual learning option	Students will be paired with a virtual learning teacher.

*\* Reassignment of students to different classes may happen for both in-person and virtual options depending upon survey results and class compositions*



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<b>School Hours</b>	
<b>Staff Hours</b>	<b>7:15 AM - 3:15 PM</b>
<b>Student Arrival</b>	<b>7:30 AM - 7:45 AM</b>
<b>School Hours (Includes in person and virtual/asynchronous hours; please see schedule below)</b>	<b>7:45 AM - 2:30 PM</b>

<b>3-5 Modified Instructional Schedule</b>			
Time	3rd Grade	4th Grade	5th Grade
7:50-8:10	Cast Gathering	Cast Gathering	Cast Gathering
8:10-11:15	Academic Blocks	Academic Blocks	Academic Blocks
<b>11:15-11:30 Dismissal</b> <i>Remainder of day will proceed virtually; lunch will be consumed at students' off campus destinations (home, learning pod, etc.)</i>			
11:45-12:15	Lunch	Lunch	Lunch
12:15-1:00	Recess	Specials	Intervention
1:00-1:45	Intervention	Recess	Specials
1:45-2:30	Specials	Intervention	Recess



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### **Education Supports**

[Brief video of In-Person Learning](#)

[CSD -How to Properly Wear a Mask](#)

[Video of Mask Wearing](#)

[How to Wash Face Cloth Masks](#)

CSD [Staff support- What to do if](#)

CSD [Student support-What to do if](#)

### **School Clinic and Isolation Room**

- [COVID 19 Get Well Room Guidance](#)
- [CSD Handwashing Guide](#)
- [CSD What if Protocol](#)

### **Physical Barriers or Guides**

- It is mandatory that everyone wears a mask for the duration of time that they are on school campus and in the school building. Mask breaks should be taken in outdoor areas and directed by the teacher to ensure proper distancing for breaks or while eating or drinking only.
- Even with masks, we will use physical barriers in areas where it may be challenging for individuals to remain at least six feet apart. We have used plexiglass for student tables in the classroom, media centers, and some common areas where appropriate. There are additional floor markings to encourage and remind students and teachers to remain at a 6ft distance from each other.



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- We will provide physical guides, such as tape and decals on the ground and signage on walls, to ensure that we all practice remaining six feet apart.

### **Building Access**

<b><u>CSD Employees</u></b>	Each day, each employee must complete the COVID symptom form via computer or by scanning the QR code on signage at each entrance. This form is tracked and monitored by our school nurse and building administration.
<b><u>Parents and Students</u></b>	<p>We are fully restricting adult access to all buildings except for essential adult personnel or for any urgent matters until further notice. Parents must screen their child(ren) daily with this <a href="#">form</a>. This simplified <a href="#">graphic</a> summarizes the daily screening steps that parents need to evaluate each morning before sending their child to school. By sending your children to school, parents are confirming that their children have met the COVID-19 screening criteria.</p> <p>COVID-19 Screening Criteria High Risk Symptoms: One or more = the child should stay home.</p> <ul style="list-style-type: none"> <li>● Fever (100.0 or higher) or chills</li> <li>● New Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● New loss of taste or smell</li> </ul>



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	<p>Low Risk, General Symptoms: Two or more symptoms the child should stay home</p> <ul style="list-style-type: none"> <li>● Fatigue</li> <li>● Muscle or body aches</li> <li>● Headache</li> <li>● Sore throat</li> <li>● Congestion or runny nose</li> <li>● Nausea or vomiting</li> <li>● Diarrhea</li> </ul>
<b><u>On/off campus field trips</u></b>	<p>We will pursue virtual activities and events in lieu of field trips, assemblies, special performances, and school-wide parent meetings until further notice.</p>
<b><u>Food Pick-up</u></b>	<p>Families participating in virtual learning will continue to have the option to pick up lunch from our school. Pick up will occur from 11-12 from the back door near the cafeteria. Our nutrition staff will coordinate and handle all these pick-ups. There will be no entry to the building. Adults should wear a mask, grab and go and should not stop to have other interactions or conversations.</p>
<b><u>Birthday Celebrations</u></b>	<p>To mitigate any additional risk factors, we will forgo birthday celebrations at this time. We will not accept any class gifts, snacks, or any other items even if they are store purchased and/or sealed. As always, each student will continue to be verbally acknowledged by their class and will be featured in the daily announcements.</p>



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## The School Day

<b>Arrival</b>	<p>Arrival begins at 7:30 AM. Families should not plan to arrive earlier than this time. We will not have school personnel on duty until then and it poses many safety risks to leave students unattended before school opens.</p> <p>We will:</p> <ul style="list-style-type: none"> <li>● place markings along sidewalks and entrances to encourage social distancing even when arriving together.</li> <li>● <a href="#">place markings to indicate the flow of movement</a></li> <li>● stagger student release off buses</li> <li>● designate an entrance for each grade level in Main Building             <ul style="list-style-type: none"> <li>○ <b>3rd - Front Entrance</b></li> <li>○ <b>4th - Back door entrance Near Dumpster</b></li> <li>○ <b>5th - Lower door 1st floor entrance</b></li> <li>○ Car riders will enter through the multipurpose room in order to avoid crowding in breezeways.</li> <li>○ All doors will be opened from 7:30-7:45 to eliminate as much door touching upon entry as possible (staff will be stationed to supervise each entry point)</li> <li>○ Hand sanitizer stations will be positioned at each entry to encourage sanitizing hands upon entry</li> </ul> </li> </ul>
<b>Front Desk</b>	<p>Students will not stop at the front desk for tardy slip. Students arriving to school between 7:45 and 8:30 will be</p>



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	<p>marked tardy by the classroom teacher. Students arriving after 8:30, will be marked tardy by Ms. James.</p> <ul style="list-style-type: none"> <li>Parents will ring the buzzer, give the student name and reason for late check-in. Ms. James will record and buzz students in to go straight to class. You can verify tardy by checking your daily attendance in Infinite Campus.</li> </ul>
<p><b>Breakfast and Lunch</b></p>	<p>Students will arrive home with two meals: lunch for the day and breakfast for the next morning. These will be delivered to the classroom.</p> <p>Please note that breakfast will not be available at school, nor will we build in a snack time for the morning portion. Please ensure that students have eaten before arrival. Exceptions will be made for those with documented medical needs and will be monitored by our school nurse.</p>
<p><b>Dismissal</b></p>	<p><b>Early Pick-Up:</b> Parents will buzz the front desk. Ms. James will inquire about their pick up and ask parents to stand in a square (we will use tape to create a grid on the front porch) to ensure social distancing should someone else arrive. Ms. James will use the intercom system to call the class for the student to be dismissed.</p> <p><b>Buses:</b> For bus riders we will do a staggered dismissal. The number of students on the bus and order of bus line up will impact our plans for this.</p>





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	<p><b>Walkers/bike riders:</b> We'll call 3 to 5 classes at a time;</p> <ol style="list-style-type: none"> <li>a. 5th graders will be dismissed first by classes</li> <li>b. 4th graders (back stairwell)</li> <li>c. 3rd graders (front door)</li> </ol> <p>4th and 5th graders can meet in the active oval while maintaining social distance if they are walking together. We will have markings for students to practice distancing during this dismissal. <b>We will continue to require parent pick-up of 3rd graders.</b> Exceptions must be approved by the school principal.</p> <p><b>Car Riders:</b> We will be using <b>Pick Up Patrol</b>, a dismissal app, for car riders. This will alert each classroom when the student's pick up has arrived. More details will be sent to families about how to use this tool.</p>
<p><b>Seating</b></p>	<p>Plexiglass is used as a barrier at student tables and teacher desks. We are aware that there will be moments and spaces where this may not entirely be possible, so it is very important to ensure students and adults are properly wearing masks in order to effectively mitigate these instances and adhere to established procedures of the school.</p>
<p><b>Recess/ Playground</b></p>	<p>Students will be provided with teacher-led structured movement breaks while at school. Students will not be using the playground equipment at this time. Students may take a mask break in outdoor spaces when proper distancing is in place. Teachers will instruct students on when and how.</p>



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<b>Bathrooms/ Water Breaks</b>	<p>We have allocated restrooms to a cluster of classrooms and limited the number of persons in the restrooms to two persons at a given time, except if a child requires assistance from an adult.</p> <p><b>Water:</b> Drinking fountains are disabled. Students may bring a water bottle and use the water bottle filling stations. To accommodate mask-wearing mandate, it will be consumed at designated times.</p>
<b>Cast Gathering</b>	<p>We will continue to begin our day with Cast Gathering. Our start time remains at 7:50 AM. This will continue to be a shared experience for all groups of students to maintain a sense of classroom community.</p>
<b>Use of Materials</b>	<p><a href="#">Revised School Supply List:</a></p> <p>Parents will be asked to send additional masks, pencils, erasers, crayons, markers, etc. for individual use.</p> <ul style="list-style-type: none"> <li>• Students should bring all previously provided math manipulatives and other related school supplies to use for in-class purposes. This includes Ready Reading book, Eureka math book, Foundations materials, etc.</li> </ul>
<b>Assessments</b>	<p>Assigned through Google Classroom (including iReady, Edulastic links, etc). When written components are required (ex. math), students must still upload the work to eliminate sharing/passing of papers.</p>
<b>Grading</b>	<p>Must continue through Google Classroom. At least one formative grade per subject per week. All summatives will be completed digitally and will be shared with all the classes.</p>



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**Supplies provided per instructional space:**

Providing and maintaining a clean school environment is important. Custodial staff have the resources and training needed to help maintain a healthy environment for students and staff. Faculty and staff also may need to assist with routine cleaning processes during the day. All things on this list will be kept in stock and will be checked weekly for replenishing needs.

Quantity	Item
<b>50</b>	Disposable masks
<b>1</b>	Box of vinyl gloves
<b>1</b>	Gallon pump of hand sanitizer
<b>1</b>	Face shield (optional)
<b>1</b>	Plexiglass shield for desk area
<b>1</b>	Spray bottle of cleaning solution
	Paper Towels



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