

Miami Elementary School

Re-entry Plan 2020-2021

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Social Distancing Measures

Miami will reopen under the guidelines and recommendations from the Center for Disease Control (CDC), the Indiana Department of Education (IDOE), Tippecanoe County Health Department (TCHD), and LSC district guidelines. Students, staff, and families will experience new preventative and mitigating measures. These new measures are being initiated for the health and safety of every person entering our building.

Families will be given two options for LSC instruction. Option one is In Person instruction. In Person option will have students attending their assigned school for traditional instruction. The In Person option will be implemented in two phases.

Phase I- Students will have in building instruction four days a week (Monday, Tuesday, Thursday, Friday). One day (Wednesday) will be an E-Learning instructional day. On this E-Learning day, teachers will report to school to conduct E-Learning from their classrooms. Phase I dates are Thursday, August 20th through Monday, September 7th. E-Learning Wednesdays are August 26th and September 2nd.

Phase II- Tuesday, September 8th begins full day instruction Monday through Friday in our building.

The second option is an E-Learning option. This E-Learning option is being developed by the district.

Preventative Measures

The purpose of the phased in approach is to provide quality instruction and allow for deep cleaning on Wednesdays and weekends. TCHD has provided a checklist for families, students, and staff to educate everyone about their personal responsibilities before entering school, while at school, and after leaving school. The checklist should be used each day to ensure the safety of everyone. It is our expectation that staff will do their part to complete a self-screening before entering school each day. Covid-19 training has been provided through Safe Schools. If at any time someone within the school setting tests positive for the Covid-19, we will follow the LSC and TCHD guidance to determine mitigation procedures.

- Signs will be posted around the building to remind others of proper social distancing measures.
- Signs will be posted on the door limiting visitors from entering the buildings. Parents and visitors are discouraged from entering the building.
- For early dismissal, parents will call the office or ring the bell and the student will be walked out to the parking lot by an adult.
- Staff are required to wear a mask at all times.
- Students in grades 3-4 are required to have a mask on at all times.
- Students in grades K-2 are highly recommended to have mask on at all times.
- K-2 students will wear masks when moving in hallways, music, lunch serving line, and at the restrooms.
- Visual social distancing reminders will be marked throughout the building.
- A designated and secure area will be made for anyone exhibiting COVID like symptoms.

Masks

Staff is required to wear a mask during instructional day.

Students in grades 3-4 are required to wear a mask during instructional day.

Students in grades K-2 are highly encouraged to have it on at all times but will be expected to wear them:

- Bus
- Music class
- Lunch serving line
- Hallways
- Restrooms
- Small groups
- Front office

Students will be expected to bring their own mask.

An acceptable mask must cover the mouth and nose and must be similar in nature to those provided by the state for student use.

Classrooms and Instruction

All students will stay with their homeroom teachers for the entire day of instruction including:

- All desks will be spaced apart (as best as space will allow) and facing the same direction.

- If classrooms have tables, we will do our best to have students facing the same direction and be socially distanced. We will encourage students to spread out during non-table activities.
- In order to appropriately social distance within the classroom setting, teachers will need to remove items (ie- furniture, shelves, reading corner type materials, or anything that takes up floor space) in order to free up as much space as possible.
- Each student will be given a plastic tub for their own individual supply storage in order to aide with classroom space. These tubs may be stored on shelves or in your closets.
- There will be no shared materials within a classroom, unless proper sanitization methods are followed between student use.
- Carpets, extra rugs, stuffed animals, beanbag chairs, and any other fabric materials (except window curtains) will need to be removed and stored to ensure that the custodians can do a thorough job cleaning.
- It will be up to each teacher to determine how to utilize coat closets without groups of students congregating closely for arrival and dismissal.
- Carpet time with a mask if students cannot be properly socially distanced.
- Title I, STAR, Math Groups- will be done within the homerooms using a push in model. Staffing room assignments will be intentional and limited.
- Small group instruction will need to be maintained with no more than 3 students at a time. Masks are encouraged during that time. The table and materials will need to be sanitized in between student use.
- Per district guidance, no birthday treats allowed this year until further notice. A pencil will be provided from the office for each student on their birthday.
- All students will be taking iPads home daily beginning the second week of school so that we are better prepared in case of an emergency closing.

Materials

- Each student will receive a tub at the beginning of the year filled with individual supplies. Any manipulatives used will be bagged separate and each student will be given own set for the year. Anything that may need to be shared would have to be sanitized before next use.

Specials

- Art will continue on a cart going to each classroom. All supplies needed will be with the student already in a supply box or sanitized before next use.
- Music will be moved to the library to allow for appropriate spacing of students and to allow our k-2 resource room to have an average size classroom for spacing. Students are required to wear a mask during music class.
- Library teacher will travel to the classrooms for a read aloud and keyboarding practice. Library books will not be sent home the first 9 weeks and students will

have a limited selection to choose from for check-out. They will then sit for a couple of days and be sanitized before next use.

- PE will continue on as normal. If equipment is used it will be sanitized before next use. During PE students will be socially distanced.

Arrival

- 7:45am – Doors open and students arrive. Students will report to the cafeteria and gym. Appropriate social distancing will be marked so students know where to sit/stand.
- Parents and guests will not be allowed to enter with students. Appointments will need to be made with the main office. This includes the first day of school.
- Title 1 staff and any additional support staff will monitor hallways/classrooms beginning at 8:00.
- 8:10- Students will be able to enter their classrooms a few at a time to put away book bags and to hang up coats. Breakfast is served in the classroom.
- Bus arrival: Bus drivers will be asked to keep the kids on the bus until 8:10am. This way, once they unload, they can go directly to the classroom. Buses will be unloaded one at a time. Support staff will help students walk in single file lines to classrooms.
- Entering the building: Doors will be propped open so no one has to touch the door handles. Staff will be in the front hall and throughout the building to remind students of social distancing.

Dismissal

- Will start around 2:25 to be a staggered release of students.
- Bus Riders will be released to walk out one bus at a time.
- Car riders will be spread out down hallway sitting 6 ft. apart on the dots until called to door to go to car.
- Walkers will be released from classroom by grade level with a teacher, staying 6ft. apart, and using different exits throughout the building.

Restroom

- Students and staff will wear masks at restroom.
- A restroom schedule will be created. This will allow staggered use of the restrooms for proper social distancing.
- Additional hand washing opportunities will need to be provided within the classroom.
- Students may not use the restroom on their own unless it is an emergency situation or they have a doctor's note stating they need to.
- Drinking fountains will be turned off but the bottle refill will remain on.

Cafeteria

- Lunch will be 35 minutes long to give teaching staff appropriate lunch break.
- 2nd, 3rd and 4th grade will eat in their classrooms.
- K-1 Students will be seated every other seat during lunch period.
- Lunch supervisors will start walking one classroom down at a time at the end of lunch to meet teacher in the hallway.
- There will only be two options a day. The hot option and fun lunch.
- All food will be in portioned cups. There will be no self-serve.
- Students will use a spork pack already pre-packaged.
- No condiment pumps. All condiments will be in packets.
- Masks will be worn by Chartwells staff, lunch monitors, and custodial staff while in the cafeteria.
- Social distancing decals will be provided by Chartwells for serving line.

Recess (optional) 20 min. by classroom teacher

- Will be a scheduled time and assigned zone throughout the day with the classroom teacher.
- Playground equipment will be closed the first 9 weeks of school.
- Equipment will be provided for each classroom (basketballs, footballs, soccer balls) that will need to be sanitized after use each day.

Bus Transportation

Our transportation staff (drivers and aides) will work diligently to implement safe practices during this Covid-19 era.

- Busses will be sanitized after each bus route (morning and afternoon).
- Masks will be worn by students.
- Seating charts will be utilized.
- If the bus driver suspects Covid-19 symptoms he/she will refer that child to the school nurse immediately.

Special Education

- Resource room students will stay in their assigned general education homerooms with a push in model as much as possible. Staffing room assignments will be intentional and limited. Each special education student's IEP will need to be reviewed as to how to best follow the IEP mandates.
- Case Conferences will continue regardless of school status or closure.
- Case Conference committee will determine how and when Case Conference meetings will be held.
- Case Conferences will be limited to essential staff as mandated by Article 7.

- Related services will continue with proper social distancing and PPE.

Registration

- LSC registration will be four days this year. The dates are as follows: July 27th from 9am-4pm, July 28th from 12pm-7pm, July 29th from 9am-4pm, and July 30th from 12pm-7pm.
- Stations will be set up around the school for families to complete the registration process. Stations will take social distancing into consideration. Masks are required when in the building for registration.
- **Returning parents are being encouraged to complete registration online to allow only kindergarten and new students to complete in building registration. Please call 765-772-4800 for registration assistance.**

Open House

- At this time open house will be done virtually with the exception of kindergarten.
- 1st-4th grade will come with supplies on the first day of school.
- Teachers will have the option to make a video welcoming families and students. This can be shared on your website and we will e-mail out. You may include pictures of your classroom, go over procedures, share how to fill out necessary paperwork, and add a few fun things for them.
- We will work on contacting families ahead of time to get transportation information for the school year.
- Mrs. Henry and Mrs. Phillips will be making a meet the principal video to share on the Miami website and Facebook.
- Kindergarten open house will be an outside event where you can meet your teacher and drop off supplies. Families will not be allowed in the school building during this event. This will take place on August 13th from 6:00-7:00pm. More information will be sent to kindergarten families after registration.

Staff Meetings

- Will happen by zoom for whole staff monthly.
- Will be by grade level for data meetings.
- May utilize canvas for a book study similar to the corporation one.

Field trips

- Virtual only.

Drills

Fire Drills

- Drills will be clearly announced so students and staff will be aware of the drill.
- Alarm will still sound but we will “slow down” the evacuation so we may stay socially distant.
- When re-entering the building we will stagger to remain socially distant.

Active Threat/Lockdown Drill

- We will continue to practice this drill but remain socially distant when practicing and moving to one side of the classroom.

Tornado Drill

- Drills will be clearly announced to students and staff.
- Will remain socially distant while practicing.

Office Discipline and referrals

Due to limited space, teachers will need to contact Erin and Amanda and they will come to you when a problem occurs. Students will not eat lunch or have recess in the office this year.