



# Charles City Elementary School

## Information Regarding In-Person Learning

February 2021



**Note:** *Parents/students who select virtual learning will remain in virtual learning for the remainder of the school year.*

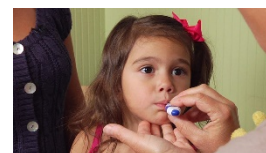
### **Before Arrival**

- All students will be required to wear masks all day from the time they get on the bus in the morning and throughout the instructional day until the time they get off the bus in the afternoon. Students will remove face coverings during breakfast and lunch.
- All students will practice social distancing, maintaining a distance/space of at least six feet apart at all times.
- Parents and students will not be able to interact with their teachers and peers at the levels that they could before the pandemic, especially regarding close physical contact, such as hugs, private conversations that involve distances of less than six feet, etc.
- Announced and unannounced visits to the building will not be allowed (eating lunch with your child, volunteering, etc.) unless a child is being picked up early for health-related concerns.
- School operating hours will be 8:45 a.m. – 3:45 p.m.
- Students will report to the school building on a hybrid split schedule -- either Monday and Tuesday, or Thursday and Friday.
- Wednesday will be an upload/download day. This will also be a deep cleaning day in the building and virtual professional development for teachers.
- On instructional days when students are not physically present in the building, they will be provided with synchronous online instruction with periodic asynchronous activities (*as directed by their teacher*).
- In order to maintain proper social distancing on buses and to assist with contact tracing, bus changes will not be permitted.



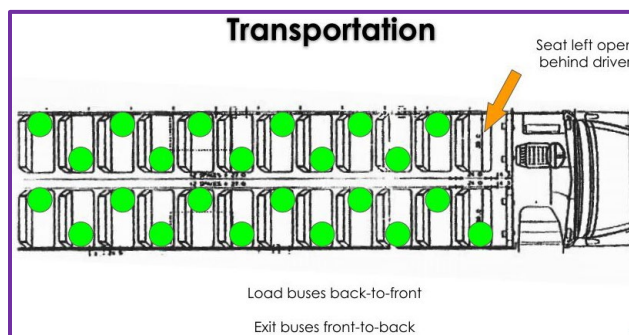
### **Parents as Partners**

- Parents will check their child's temperature (100° or lower) and ensure their child is symptom free prior to leaving home. Symptoms could include a temperature, body aches, cough, congestion, fatigue, or a severe headache. Children exhibiting symptoms must stay at home.
- If a student is temperature free, symptom free, and has a mask/face covering, they will board the bus.
- Thermometers will be made available to all CCPS families.



### **On the Bus**

- Students will be properly socially distanced while riding the bus to and from school (*in assigned seats*) and sit three feet apart (one student near window in one seat, next seat behind them with the other student seated near the aisle). Students living in the same household can be seated together.
- Students will be required to keep their mask on for the duration of the bus ride.
- Students will be transported only if they are fever free, symptom free, and wearing a mask/face covering.
- Drivers will have extra masks on buses and other school vehicles that can be provided to students if they do not have proper face coverings.



### **Arrival at School**

- Bus Drivers will be signaled when they can unload students once they arrive at the school (all students cannot depart their bus at one time as they have in the past).
- When given the signal after 8:30 a.m. to safely depart their bus, students will depart from the bus in a line spaced six feet apart and will enter the building with the same social distancing.

### **Entering the Building**

- Student temperature checks will be completed every morning when students enter the school.
- Students' face coverings will also be checked to ensure that they offer proper protection. If a student does not have the appropriate face covering, the school will provide the student with an appropriate face covering.
- If a student is symptomatic/showing signs of having COVID-19, he/she will be escorted to a designated separation room, located in room 117, where parents will be contacted for pick up immediately.
- Additional thermometers will be provided to staff to help facilitate temperature checks in the morning.
- Once all students are cleared and determined to be temperature and symptom free, they will then be sent directly to their classrooms in single file lines with social distancing of at least six feet apart from their peers on the right side of each hallway.
- As with all visitors, parents dropping off students after the start of the school day will follow temperature check protocol and bring their child to the office. Students who are dropped off after the start of the school day will also receive a temperature check and then be escorted to their classroom.

### **Going to Classrooms**

- Students will transition to designated classrooms walking down the right side of every hallway while maintaining proper social distancing of at least six feet apart.
- School personnel will be in the hallways to monitor and guide students to their classrooms and to ensure that they always maintain social distancing between one another.

### **In the Classroom**

- Once in classrooms, students will be assigned to and will sit at their designated seat with their name and/or desk number. Student desks will have a desk shield for additional protection.
- Students will sit at the same seat/desk every day that they report to school to prevent the risk of contamination of their peers and to assist with contact tracing.
- Students will remain in the same classroom throughout the entire instructional day with their masks on.
- Encore teachers will report to each grade level classroom to conduct their lessons for Art, Music, and PE. For Media/Library, students will be allowed to visit the Media Center to check out a book; however, library lessons and read alouds will take place in the students' classroom.
- To lessen movement in the hallway, students in grades five and six will remain in their homeroom classroom (instead of changing classes). Fifth and sixth grade teachers will rotate to students to deliver instruction.
- There will be no use of community supplies.
- There will be no use of community supplies in any classroom.
- All students will use his/her own personal or school-provided supplies (no sharing).
- At no time should students ever share or exchange masks.
- Each teacher will have disinfectant wipes, hand sanitizer, related cleaning supplies, and PPE in their classrooms.

### **Instruction**

- Students will follow their daily schedule of instruction, which includes Encore classes, regardless of whether they are enrolled in on-site/in-person or virtual online learning.
- Teachers will instruct students who are in their classrooms at the same time they teach the students who are joining virtually.

### **Breakfast**

- Breakfast will be delivered to classrooms. This will be completed by school personnel.
- Breakfast will be delivered to the students starting at 8:50 a.m.
- One by one, when directed by the teacher, students will discard trash, wash their hands in their classroom sink, and return to their designated/assigned seat.

### **Lunch**

- Lunch will be delivered to classrooms by school personnel.
- One by one, when directed by the teacher, students will discard trash, wash their hands, and return to their designated/assigned seat.

### **Recess**

- Weather permitting, outdoor recess will occur. Students will be allowed to play in designated areas while maintaining proper social distancing of at least six feet apart. School personnel will monitor students to ensure that they follow all health and safety guidelines while in their designated recess area.
- A recess schedule will be developed to ensure a minimum safe number of students are on the designated playground areas. Students will continue to be properly monitored by school personnel for safety and health.

### **Fire Drills**

When a fire drill is performed, teachers will follow the same procedures as they have in the past with the following modifications:

- Teachers will line their students up with each student maintaining proper social distancing of at least six feet apart.
- Each class will proceed to their designated exit while maintaining proper social distancing and wearing face coverings. Once outside of the building, teachers will take their students to a designated safe area while maintaining a six-foot distance between each student.
- As in a typical school year, teachers will take attendance and wait for the all-clear signal to reenter the building. Students will maintain proper social distancing as they return to the building.

### **Nurse**

The school nurse will report to teacher classrooms to care for any student who shows signs of distress. However, in an effort to limit the number of students visiting the office and clinic, minor injuries may be handled by classroom teachers (teachers will report the incident to the school nurse). Minor injuries may include (but are not limited to) the following:

- Itching/bug bite
- Itching head (dry scalp)
- Minor scrapes and scratches
- Bleeding scab
- Band-Aid
- Toothache/loose tooth
- Chapped lips

Teachers will be required to call the school nurse to their classrooms for the following:

- Head or face injury
- Severe stomach pain
- Nosebleed lasting more than five minutes
- Diabetic emergency and blood sugar checks
- Asthma attack
- Possible broken bone
- Deep cut

- Insect sting
- Fainting or seizure
- Allergic reaction
- COVID-19 symptoms
- Migraine headache
- Shortness of breath

COVID-19 symptoms may include any of the following:

- Cough
- Sore throat
- Fever/chills
- Head, muscle, or body aches
- Vomiting or diarrhea
- Severe abdominal pain
- Loss of taste or smell

If a student is experiencing any of the above mentioned COVID-19 symptoms, the following actions will be taken by the classroom teacher:

- Ensure the student is wearing his/her mask appropriately.
- Call the nurse.
- The student will be removed from the classroom to the hallway and be escorted by a designated person to the separation room.

### **Early Dismissal**

- When a student is picked up early by their parent, the parent will report to the office and follow all current COVID-19 protocols when signing out their student.
- Once identified and they have signed out their student, the parent will then need to wait in their vehicle, or outside the front entrance for their student to exit the building.
- The student will report to the front office and will be escorted to their parent's vehicle by a staff member.

### **Dismissal**

- Dismissal will be completed on every instructional day over the PA system.
- One grade level will be dismissed at a time. The next grade level will not be dismissed until every student from the prior grade level is safely out of the building and boarding the school bus in their assigned seat.
- Students will be reminded to maintain proper social distancing while walking down the right-hand side of every hallway and when boarding the bus.
- Students will be monitored and reminded by all school personnel to make sure that their face coverings are always properly worn, including while on the bus.
- Parent pickup will be completed through an assigned numbering system for those students who are picked up from school. Students will be dismissed by their assigned number.
- All teachers will walk their students to their buses to ensure that they are in a line that maintains proper social distancing.
- All students will walk with their teacher to the bus loop for dismissal. Car riders will report to the media center to wait for their assigned number to be called. The media

center will be cleaned after every class uses it to check out books and at the end of the day after parent pick-up.

### **Bathrooms**

- Students will utilize hallway and classroom bathrooms, which will be cleaned several times throughout the school day.
- Teachers will escort and monitor their students to the rest room at designated times through the instructional day. No more than two students will be allowed in the restroom at one time.

### **Learning Lab**

All learning lab students will be offered in-person instruction (with their teacher) four days a week (Monday, Tuesday, Thursday, Friday).

### **Disciplinary Steps for Not Wearing Masks or Not Wearing Masks Correctly**

Proper face coverings/masks must always be worn by all students and school personnel. Students will only be allowed to remove their face coverings during breakfast and lunch time to eat and drink.

If a student does not keep their face covering/mask on their face or refuses to wear their mask properly during the instructional day, the following interventions will be considered:

- Students will be issued a corrective warning if they are not wearing their face covering properly.
- If students are having trouble with their face covering/mask, they will be offered a new mask that will fit their face properly.
- If a student continues to disregard the safety requirements for social distancing and/or face coverings/masks, that student will be assigned to virtual learning after three reported/documented violations
- Progression of consequences if behavior continues will be considered on an individual, case-by-case basis.

**Note:** As we implement this plan, we will continuously monitor the plan and make adjustments as needed.

CCES Return to Learn Master Schedule  
(Monday, Tuesday, Thursday, Friday)

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