

Transition Planning Team

Classroom Instruction and Management

- Review Surveys from Spring
- Determine Student SEL needs – Admin; social workers and counselors
- Account for IEP's; 504's, Homelessness and vulnerable
- 5 clock hours is required for E-Learning
- Traditional Grading can be used – modified if necessary
- Ensure that students have all the necessary tools, technology, and teacher supports at school and at home to complete all assignments, take assessments, and complete projects in a timely manner
- Plan for closing student gaps from spring (vertical articulation)
- Signage must be posted
- Set the tone for students to minimize stress
- Create a place for FAQ's
- Calendar adjustment
- Back to school communication to parents
- MAPs and Practice SAT for baseline
- Modify the Curriculum
- After school tutoring made available
- IEP teams should meet to determine whether any amendments to students IEPs are necessary to address students' current levels of performance and make individualized determinations regarding placement and where special education students receive services
- Teachers will need to be prepared for in-person learning, e-learning and blended learning
- Scheduling coordination for all 3 approaches
- Teacher mentoring hurdles addressed
- Devices and internet access can hopefully be accommodated
- Train students how to take care of their devices
- Create videos for families on how to support e-learning
- Spacing students out should be a top priority
- Provide assigned seating for students and require students to remain in these seats to the greatest extent possible
- Communicate to teachers protocols for social distancing in classrooms
- Provide time and supplies to set up classrooms
- Communicate with parents of younger students to discourage their children from bringing any toys from home to school
- Encourage parents to label student personal items

- Develop a marked path of travel inside the classroom to maintain social distancing from the entry point of the classroom to the student's assigned seat
- Rearrange desks so that there is a 6-foot distance in all directions between the desks and face desks in the same direction if possible.
- Open windows if possible
- Limit who is in classrooms to those required
- Build in time for hygiene
- Clean and sanitize objects before and after use
- Limit number of persons within hallways at any given time to the greatest extent possible.
- Limit required movement of students between classes.
- Consider having staff rotate through classes rather than requiring movement/mixing of student groups.
- Provide hallway supervision using hall and bathroom monitors to ensure a limited number of persons enter bathrooms at one time.
- Hallways could have marked one-way paths and certain staircases could be designated one-way only, as possible.
- Place floor markings to delineate 6-foot distance between students in locations where they line up.
- Remove furniture or other items that may encourage congregating in certain areas.
- Limit number of riders in elevators to one or two students with an additional adult (when student needs continuous support or supervision).
- Suspend the use of lockers, if possible
- Flush water fountains before returning to school
- Promote the use of reusable water bottles
- Develop procedures to maintain social distancing during drinking fountain use by placing floor markers and signage around fountains
- Employee workstations should be properly distanced so that employees may maintain a 6-foot distance from one another, when possible.
- Consider installing physical barriers within main offices, as needed.
- Provide cleaning materials and hand washing supplies
- Provide each employee with a personal supply of office supplies
- Maintain a regular cleaning and disinfection schedule of frequently touched items

Communication

- Timely Messages updating Parents – July 10
- Back to school messages from Principals
- Distribute symptoms checklist to families

Facilities and Custodial

- Remove items that are not needed- storage?
- Cleaning routines

- Supplies are going to be needed in abundance
- Extra hand sanitizing stations
- COVID – 19 signage placed throughout school
- Clean visibly dirty areas
- Clean frequently touched areas
- Cloth toys or other cloth material items that cannot be disinfected should not be used
- Determine means to sanitize soft surfaces, such as carpeted areas, rugs and curtains
- consider posting scheduled cleaning times and maintain appropriate documentation upon the completion of cleaning
- Consider a plan for sanitizing the drinking fountains and bathrooms frequently

Health Protocols and Nursing

- Screening students when they arrive
- A place to hold students if they are possibly ill
- Protocols for sending students home if ill and the parameters that are needed to return
- COVID – 19 signage placed throughout school
- Communication of these protocols to students and staff

Physical Education

- No more than 50 individuals may be in one space at any one time during Phase 4.
- Maintain social distancing of 6 feet
- Try to be outdoors or separated if indoors
- Consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing
- Any shared equipment must be cleaned between each student use and disinfected at the end of each class.
- perform hand hygiene at the start and end of each class period, after using equipment, or when hands are visibly dirty

Music and Band

- Indoor rehearsals are discouraged. Consider moving music and band-related courses outside.
- Organize music and band classes into smaller groups.
- Use separate partitions in open spaces; utilize markings on classroom floor/wall/practice field
- Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles
- Sanitize hands and instruments before using
- Do not share instruments
- Wear masks whenever possible

- Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, conductors are encouraged to wear glasses/goggles or install a plexiglass shield.
- Consider virtual options when needed

Lunch Program

- No more than 10 individuals during Phase 3 and no more than 50 individuals during Phase 4, if possible
- Alternate scheduling or add meal service times to adhere to capacity limits.
- Consider delivering meals to classrooms or having students eat outdoors while ensuring social distancing is implemented.

Transportation

- All individuals on a bus must wear a face covering
- No more than 50 individuals should be on a bus at one time
- Social distancing must be maintained to the greatest extent possible.
- Students must undergo symptom and temperature checks, which may include self-certification, before boarding a bus.
- Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene and perform symptom checks
- Sanitization should be completed daily or between use on all vehicles used for student transportation

Library

- Consider using the library space as a regular classroom if the school needs additional classroom space to adhere to capacity limits and social distancing requirements
- Consider bringing resources and librarians to classrooms

Playground Equipment

- Playground equipment that is to be used should be monitored, and the number of students using each piece of equipment should be limited.
- Maintain appropriate cleaning of playground equipment
- Students should perform hand hygiene prior to touching playground equipment and upon return from the playground.

Field Trips

- No field trips until further notice