McDermott Elementary Ready for Learning Plan

Begin with the end in mind: We have considered previous routines, procedures, materials, and spaces at McDermott and brainstormed new ideas for routines, procedures, and materials necessary to make the working document, “LRSD Ready for Learning Plan in response to COVID-19 for the 2020-2021 school year” (https://www.lrsd.org/cms/lib/AR02203631/Centricity/Domain/1418/LRSD%20Ready%20for%20Learning%20Plan%20v2.pdf), applicable for staff and students attending McDermott in person for the 2020-21 school year.

● Section 1: Safety of Students, Staff, and Visitors
  ○ Timelines and Actions:
    ■ July 2020: McDermott Lead Teachers will attend training for LMS (Schoology).
    ■ Will train paraprofessionals in Schoology.
    ■ August 2020: Ongoing PD for educators. We will have 8 days of pre-School PD in August: Schoology, SEL, Leader in Me.
  ○ Employee & Student Safety: Visitors
    ■ A QR code at the front office entrance (by camera/buzzer) will be linked to a Google form for contactless/non-entry of building for early checkout or late arrivals. Use of DashPass, PikMyKid, or a similar parent app system will also be in place for checkout and daily dismissal.
    ■ A cart outside the front office entrance will allow parents to buzz the office and drop off lunch boxes or other forgotten necessities to students.
    ■ The school will work with stakeholders and volunteers to continue to provide services to students as recommended by the district.
  ○ Employee Health Screening and Protocols:
    ■ McDermott staff will follow the regular procedure for reporting absences to the principal or immediate supervisor per McDermott Staff Handbook.
    ■ McDermott (and LRSD) staff will be on the honor system to conduct temperature check at home daily before reporting to work. Upon entering McDermott, staff will complete the COVID-19 exposure questionnaire available at 4 entrances (office main entrance, “Mustang Country” entrance, K hall side entrance by Room 9, and back parking entrance on 1st/2nd grade hallway. Designee will combine these completed forms into one binder first thing in the morning daily in the office. Touchless thermometers will also be at the staff entrances.
  ○ Health Protocol
    ■ Staff will have touchless thermometers that may be used to assess students.
    ■ All staff members and students will wear face coverings in the building. The nurse will provide proper face-covering usage education.
    ■ Suspected COVID-19 Case and Isolation Protocol
Nurse will need separate spaces for an isolation room, triage room, and desk space. These spaces will all be distanced as advised by the district’s health services department in Room 2.

- Guidance if Exposed
  - Staff Members and Parents will be advised to immediately contact the school nurse and/or the principal to report notification of being a Probably Close Contact or having a confirmed COVID-19 case.

- Physical Distancing
  - Mustang horseshoe decals will be placed on the lower walls in the hallways to mark 6 foot distancing.
  - Tape/stickers will mark seats in the cafeteria NOT to sit in. If advisable, water will be turned off to the middle sinks in the restrooms (so students are spaced). mark restroom stalls not in use.
  - The school will provide disposable cone cups to students for sterile water consumption or provide water bottles donated by stakeholders.
  - There will be NO PreK at McDermott this year due to enrollment. Room 1 available for storage for all PreK materials from 2 classrooms.

- Personal Workspace/shared workspace
  - Students and staff will limit office visits to essential business only. The staff will check their mailboxes once per day
  - One copier will be relocated to the hallway outside of the office. Staff will use copiers during designated times (no congregating at copiers before/after school).
  - Tables/chairs previously used for eating will be removed from the lounge. Staff will be advised to eat in their classrooms or in outside eating areas.
  - All of Portable 1 will be used as the Reading classroom.
  - LRSD recommended signs will be printed, laminated, and posted as reminders in the building.
  - Staff will make and post horseshoe diecuts on the hallway walls near the floor to mark social distancing.

- Bus Drivers/Bus protocols:
  - McDermott students who arrive on busses will be seated at assigned, socially distanced spaces at the cafeteria tables or along the walls in the cafeteria until 7:30 a.m. They will then go to their designated classroom/hallway at 7:30 AM when the car riders start arriving.
  - When busses arrive in the afternoon, students will be called to each bus on the intercom as it arrives before car rider/walker/CARE/daycare dismissal at 2:35 PM. (No packing up time will be necessary because backpacks will not be used at the school this year.)

- Procedures for Common Areas:
  - Every class will have an assigned number order (1-28) for students to line up in, sit in assigned seats in cafeteria for lunch, device usage, etc.
  - Arrival: Students that walk to school or are dropped off by car/van will enter the building beginning at 7:30 AM and go to their assigned
homeroom or hallway by their classroom. Bus students will be dismissed from the cafeteria by 7:30 a.m. to meet their teacher in their classroom for breakfast. (Staff supervision in hallways.)

- **Restroom Usage during the work day:**
  - Staff may use all adult restrooms. Cleaner and paper towels will be available for immediate sanitizing after each use.
  - Hallway restrooms will have maximum occupancy signs by the doors.
  - Restroom schedule: At McDermott, each class will have an assigned restroom break during the morning and again in the afternoon. Emergencies may arise, and these students will go to the restroom independently with a pass, and if a class is in the restroom, that teacher will allow the student with a pass to skip to the front of the line.

- **Cafeteria and Meal Periods:**
  - Breakfast for ALL Students will be delivered to classroom doors before school (Prek-5). One large rolling trash can per classroom will be provided for breakfast trash. The trash can will be taken to student seating areas so they can empty trash rather than students getting out of their seats and walking around to empty.
  - Students will eat lunch one grade level at a time in assigned, socially distanced seats in the cafeteria daily. Tables will be disinfected between groups. Five students will be spaced at the long tables. Smaller tables will fit 3 students at each table. About 47 students can sit in cafeteria this way one grade level at a time.
  - All meals will be prepackaged (no washable trays, etc.) to help with cleaning and serving.
  - Students will exit to the playground using the exit door by the music room to avoid passing entering students.

- **Classroom space/materials:**
  - The Library plan from the district will be McDermott’s guide for providing library services.
  - Individual student material storage bins will be purchased for classrooms without individual desks. All workbooks, utensils, materials, and devices will be placed in these daily. The bins can also be loaned to virtual students to keep their devices, workbooks, and supplies.
  - Students seating will be distanced by at least six feet in the classroom. No table dividers will be purchased by the school.
  - Since students will have their own 1:1 device, McDermott will not use the Computer lab for classes.
  - Specialists will travel to the classrooms for instruction on carts. Their classrooms may be used to store items removed from grade-level classrooms to allow more space.
- Devices will be picked up by students when needed the first time during the day from the charging cart and returned at the end of the day/last time used. The teacher will disinfect them as they are returned to the cart. McDermott will be one-to-one with K-1 ipads and 2-5 with chromebooks.

- McDermott will not permit students to bring backpacks! Lunchboxes (disposable lunch bags preferred) and coats (will be kept at desk/on chair/under table). Parents will be notified on Class Dojo, ParentLink, and Schoology of these changes.

- McDermott will not provide parent/homework folders as in previous years. The staff will use Schoology, Class Dojo, and Parent Link for communication. Homework will be assigned reading for 2nd-5th Grade students (send home books if needed). K-1 students will be provided with a homework activity book to keep at home to practice letters, handwriting etc.).

- Teachers will use clipboards, lap desks, etc. in order to social distance seating around the classroom in addition to current tables and desks.

- Each classroom will have 7 tables and up to 5 desks per classroom based on 7/28/20 enrollment response numbers.

- Carpets will be rolled up and stored since they do not permit social distancing.

- Per LRSD plan: hold specialists’ classes in homeroom classrooms. Carts will be provided to traveling specialists.

- Per the CAB recommendation on 7/23/30, all teachers will have some virtual and some in-person students in their classes so students can easily pivot from virtual learning to classroom learning as needed. Students will keep the same teacher year round. Teachers may pre-record lessons for face to face and virtual students.

- Dismissal will be from classrooms until 2:50 PM using an app system like DashPass or PikMyKid which alerts teachers and the office when parents arrive on campus for pickup.

#### Recess

- The extra teacher supervised recess daily will be off equipment-socially distanced games, jump ropes, etc on court and field.

- One grade will use one system of playground equipment at a time so the second set of equipment can be disinfected by the custodial staff for the next grade level (McDermott has two identical systems). The swings will not be used this year.

- Teachers may want to conduct extra outside read alouds during the extra recess time since it is not required this year.

#### Social Emotional Well Being of Students and Staff:
- Tier 1: McDermott will use Leader in Me curriculum (approved as a CASEL SELect program).
- Tier II: The school counselor will see individuals or groups based on needs as described in the LRSD plan.
- Tier III: Students needing Tier III will be referred to the SBIT team and Life Strategies, McDermott’s campus mental health provider.

**Staff Training:**
- Beginning of the year professional development will be conducted using Zoom from classrooms or socially distanced in the school cafeteria.
- Teachers will need DashPass (or selected dismissal system) tutorial during school-based PD.

**Communication Methods:**
- McDermott will transition to use Schoology to communicate with parents virtually and use it for announcements, academics, etc. During the transition, messages will be posted on Schoology, Class Dojo, and ParentLink. Later, Class Dojo will be used primarily for behavior tracking. Parents will need to use Schoology as the primary communication tool with teachers.

**Section II: Academics:**
- The McDermott staff will use Beginning of Year assessments to determine the learning needs of each student.
- The Instructional Facilitator will work with each grade level to determine what diagnostic assessments need to be administered to inform individual instruction.
- Virtual Learning
  - McDermott, with the assistance of the district, will provide students with 1:1 technology devices.
- Student Services/Special Programs
  - OT, PT, Speech, Resource, Reading will use specified sanitation protocols when seeing in-person students to limit cross-contamination.