



# Highland Park Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Entrance	<p>We will use two entrances to the school (Doors 1 and 5). Each entrance will have a StepWell sanitizing Mat to sanitize shoes as students enter. Students must have a face covering on as they approach the building and cannot enter without a covering secured over their mouth and nose. Students will continue to wear a face covering throughout the school day except when eating, drinking, or as noted in specific sections below. Bus Riders and Walkers will enter through our Main Entrance (Door 1). Extended Day attendees and Car Riders will enter through the Cafeteria Doors (Door 5) on the West side of the building near the parking lot. Extended Day students will be released to go to class at 8:25 and Car Riders may be dropped off to enter between 8:30 and 8:45. Bus arrivals will be staggered and Walkers may enter the building between 9 and 9:15 am. Early Learning Car Rider families will drop their children off at the Early Learning playground in front of Entrance 10 with the Early Learning staff between 9 and 9:15.</p>
Main Office	<p>All staff and students will wear facial coverings. Visitors, staff, and student traffic will be kept to a minimum as much as possible during the school year. If/when there is a student that needs to meet with Mr. Rockhill or Mrs. Quigley, the classroom teacher will contact the office and one of them will go to the classroom to collect the student, if needed. Families will use the intercom system in the front entryway to communicate with the office. Students that are in the health office will be escorted to families in the entryway to be signed out. Any materials that are dropped off for students will be collected and delivered to the classroom by office staff. Office staff will wear gloves throughout the collection and delivery process. Families who need to meet with Mr. Rockhill will do so by appointment and virtual meeting and/or by phone.</p>
Restrooms	<p>All staff and students will wear facial coverings. Only one classroom will use a restroom at any time. Each classroom will have multiple, scheduled times to use the restroom to ensure classes do not mix. Students will stand on identified spots that are 6 feet apart while waiting to use the restroom. Some sinks and toilets will be inaccessible to maintain social distancing. Restrooms will be regularly cleaned by our custodial staff.</p>
Hallways	<p>All staff and students will wear facial coverings. Our hallway traffic will be strictly one way. As students enter the building, they will maintain appropriate social distance and turn right toward the Gymnasium to begin the flow of traffic. Extended Day students and Car Riders will head South down the intermediate hallway as they exit the cafeteria. Traffic will continue in this counter-clockwise direction at all times throughout the day. Visuals will be posted to remind and assist students in the process of following social distance procedures.</p>
Classrooms	<p>All staff and students will wear facial coverings. Classrooms sizes (number of people per classroom) will be determined by the square footage of each classroom while allowing for 6ft social distancing. The average Highland Park classroom allows for 20 students. Grade level/classroom enrollment will be utilized to determine the number of students per classroom. However, our class sizes will not exceed the total number of people that can be accommodated while maintaining adherence to social distancing guidelines. We will hold classes outside as much as possible. We have three outdoor classrooms in the Panda Pride Nature Preserve and will have other designated areas to hold classes outside. Classroom supplies will not be shared between students.</p>



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Cafeteria	Students will eat outside or in their classrooms. Breakfasts and lunches, if needed, will be delivered from the cafe at assigned times. The cafeteria will be used for Extended Day before and after school. Classrooms with food allergy concerns will eat in the cafeteria when eating inside. Facial coverings will be worn at all times students are not actively eating in the cafe. The cafeteria will be cleaned and surfaces sanitized between each use.
Gym	All staff and students will wear facial coverings. The gym will be used for PE when weather does not permit outdoor PE. We will have an event tent outside for PE use to better ensure most PE classes can take place outside. When PE needs to take place in the gym, our gym can accommodate 119 people while adhering to 6' social distancing guidelines. With only one class in the gym at any one time, we have more than enough space to safely conduct PE when necessary. All surface areas will be disinfected between groups.
Water Fountains	Water fountains will be turned off. Students should bring water bottles from home. Water bottles can be refilled from classroom faucets or our touchless water bottle filler in the hall across from the cafeteria per classroom procedure.
Library	In order to minimize students from different grade levels interacting in the same space over the course of the day, students will not go to the library. The librarian/media specialist will go to individual classes so students can still have library time each week. Students will be able to check out materials and return them without others touching them. After 24 hours, the librarian will put the books back into circulation. Students will choose and check-out books virtually.
Arrival	All staff and students will wear facial coverings prior to entering the building. We will use two entrances to the school (Doors 1 and 5). Each entrance will have a StepWell sanitizing Mat to sanitize shoes as students enter. Bus Riders and Walkers will enter through our Main Entrance (Door 1). Extended Day attendees and Car Riders will enter through the Cafeteria Doors (Door 5) on the West side of the building near the parking lot. Extended Day students will be released to go to class at 8:25 and Car Riders may be dropped off to enter between 8:30 and 8:45. Bus arrivals will be staggered and Walkers may enter the building between 9 and 9:15 am. Early Learning Car Rider families will drop their children off at the Early Learning playground with the Early Learning staff between 9 and 9:15.
Dismissal	All staff and students will wear facial coverings while inside the building. Groups as well as students within those groups will have staggered departure times to better ensure appropriate social distancing during dismissal. Extended Day students will be dismissed first, at 3:25, to report directly to the cafeteria. Car Riders will be dismissed from 3:30-3:45. Car Riders will remain in their classrooms until they are called from the classroom upon pick-up person's arrival. Car Riders will dismiss through door 9 (blue awning – NE corner of building). Buses will be staggered and students will dismiss through our Main Entrance (Door 1). Bus Riders will remain in their classrooms until their bus is called. Our dismissal window will end with Walkers and Early Learning Car Riders being dismissed at 4:00. Walkers will exit via Door 3 (Blue Awning on playground). Older siblings will be able to collect younger siblings prior to leaving. All students will follow social distancing guidelines throughout the dismissal process. Visual prompts will be posted throughout the building to assist as guidance/reminders. Those picking up Early Learning students should park in the bus lane near the Early Learning playground. Students will be escorted to cars by Early Learning staff.



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Breakfast	Breakfast will be delivered and students will eat in their classrooms.
Lunch	Most classes will eat outside or in their classrooms. Classes that have students with significant food allergies will eat in the cafeteria when eating inside to ensure the classroom remains allergen free. The cafeteria can safely hold 83 people with current social distancing guidelines. Students eating a school lunch will make their selection in the morning and lunches will be delivered to their location.
Snack	Snack may be provided in class. If a class has snack time, snacks must be provided by the parent. Whole class snacks must be purchased, prepackaged individual packets/servings.
Specials	Library, Art, Music and Spanish will take place outside or in homeroom classrooms. PE will be outside whenever possible, and in the gym when not as there is much more room to ensure adequate social distancing.
Library Book Distribution	Students will be able to check out materials and return them without others touching them. After 24 hours, the librarian will put the books back into circulation. Students will choose and check-out books virtually.
Recess	Recess times and locations will be assigned to each grade level. Our two recess locations will be known as Westfield (the large field to the West of the building) and Southern Point (the large field within the walking/running track). Only one grade level is permitted on each playing field at a time. Each class will have a designated area within each playing field, and students may not mix/play with students from other classes. While this will understandably be disappointing for many students, it is necessary to assist with contact tracing if needed. Equipment (basketball, soccer ball, jump ropes etc.) will not be utilized at this time. An emphasis will be on directed play and the facilitation of appropriate games that support social distance play. If recess is held indoors due to weather, a variety of activities will be available to students within their classrooms, but sharing of objects will be prohibited.
Intervention	Interventions will be provided in a variety of ways on a continuum accounting for both safety and academic/behavioral need. Interventions may be provided via technology (small groups/1:1 facilitated remotely), additional staff coming into the classroom and/or individuals or small groups of students being moved to another location within close proximity to the homeroom classroom. If students are moved, the area they are moved to will have been disinfected a minimum of 15 minutes prior to their arrival.
Beginning Band	This program will be held virtually first semester.
Strings/Orchestra	This program will be held virtually first semester.
Choir	Choir has not been a club that meets regularly outside of class. If our choir meets in addition to Music class, it will be done virtually.
Clubs & Extracurricular Events	All clubs and extracurricular activities will be held virtually until further notice.



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Visitors	Visitors will not be permitted into the building until further notice. Families will use the intercom system in the front entryway to communicate with the office. Students that are in the health office will be escorted to families in the entryway to be signed out. Any materials that are dropped off for students will be collected and delivered to the classroom by office staff. Office staff will wear gloves throughout the collection and delivery process. Families who need to meet with Mr. Rockhill will do so by appointment and virtual meeting and/or by phone.
Guest Teachers	Guest teachers will follow the same protocol as full-time teachers in order to promote the safety of students, themselves and other adults.
Lunch Coverage in Classrooms	The exact schedule will be set after enrollment numbers are finalized. Staff members will be assigned to supervise students while they eat lunch in their designated classroom or outdoor spaces.
Handwashing Schedule	Students are currently scheduled to wash their hands when they arrive at school. They will also wash their hands after breakfast, as well as before and after lunch. Hand-washing will also be required before and after recess. Additional hand-washing breaks may be scheduled as needed by individual teachers. Classrooms have sinks in them, so it is very convenient for students and staff members to wash their hands as needed throughout each day.
Other Information	<p>Highland Park will not hold an in-person Meet and Greet this year, nor an Open House. Instead, these events will be held virtually. Additional information about this will be released in early August.</p> <p>It is very important that families register for in-person or online school as soon as possible, as this will help us plan for appropriate numbers for the start of the school year. Please log on to <a href="https://www.mccsc.edu/enrollment">https://www.mccsc.edu/enrollment</a>.</p>
Self Screening	<p><b>Every family must complete a daily self screening of each child.</b></p> <ul style="list-style-type: none"><li>● Fever (100.4 degrees Fahrenheit)</li><li>● Chills</li><li>● Cough</li><li>● Shortness of breath or difficulty breathing</li><li>● Fatigue</li><li>● Muscle or body aches</li><li>● Headache</li><li>● New loss of taste or smell</li><li>● Sore throat</li><li>● Congestion or runny nose</li><li>● Nausea or vomiting</li><li>● Diarrhea</li></ul> <p>Parents should inform the school principal if a student is experiencing symptoms related to COVID-19 and the student should not report to school. Then contact your medical provider to rule out COVID-19.</p>
Facial Coverings	<p><b>Facial Coverings are required for students and staff throughout the school day. Facial Coverings may only be removed under the following conditions:</b></p> <ol style="list-style-type: none"><li>1. During breakfast/lunch, if students are social distanced of six (6) feet or more</li><li>2. During outdoor recess, if socially distanced of six (6) feet or more</li><li>3. During a maximum of 3-5 minute break, if socially distanced of six (6) or more feet, with all desks facing the same direction.</li></ol>