



# Summit Elementary School School Opening Plan- Fall 2020

Area/Event	What Will It Look Like?
Entrance	<p><b>Entrances -</b></p> <ul style="list-style-type: none"> <li>-Door 1 (Main Entrance) will be used for visitors, all bus arrival/dismissal, and grades 3-6 car drop off students. This entrance will have a sanitizing mat. Visitors will not be allowed past the foyer phone system. Upon entry students will walk down the right hand side of the hallway and follow social distancing markers on the floor and walls.</li> <li>-Door 12 (Primary Wing) will be used for grades K-2 car drop off students. This entrance will have a sanitizing mat. Upon entry students will walk down the right hand side of the hallway and follow social distancing markers on the floor and walls.</li> <li>-Door 8 will be used for Extended Day. This entrance will have a sanitizing mat. Upon entry students will walk down the right hand side of the hallway and follow social distancing markers on the floor and walls.</li> </ul>
Main Office	All staff and students entering the main office must be wearing a facial covering. Proper social distancing will be enforced in the main office. No visitors will be allowed into the main office or Summit to help decrease the spread of COVID.
Restrooms	Restroom breaks are assigned by classroom. One class at a time will be allowed at the restroom. A restroom schedule has been created and shared with staff. Students will stand on identified spots that are 6 feet apart while waiting to use the restroom. Restrooms will be continually cleaned by our custodial staff.
Hallways	Hallways will have procedures and health guidelines posted in kid friendly language. The only time students should be in the hallway will be during arrival, recess, restroom breaks, and dismissal. Restroom breaks are assigned to decrease the amount of students in the hallway. No student groups will be working in the hallway. Dismissal will be staggered with limited number of students being released at a time.
Classrooms	<ul style="list-style-type: none"> <li>-Classroom sizes will be decreased to accommodate social distancing. Most classes will average 17 students to allow 6 feet between students. At least one additional homeroom will be created at each grade level. Grade level teams will include certified teachers plus an additional instructional staff member working together to provide curriculum instruction, work time, social-emotional learning, and Canvas training. When COVID guidelines allow, students will be returned to fewer homerooms with certified teachers, and other instructional staff members will return to their roles providing support to small groups or Spanish Immersion classes.</li> <li>-Details regarding the schedule and specific instructional methods will be provided by each grade level team of teachers, who will provide all core subject area instruction. All core instruction (ELA, Math, Science, SS) is being given by a certified classroom teacher. Classrooms will hold instruction outside as much as possible.</li> <li>-Classroom teacher assignments will be shared via Skyward Family Access. Summit will send an email out indicating when this will be available and how to access it. Supplies will not be shared between students and outdoor spaces will be utilized for instruction when possible.</li> </ul>
Cafeteria	Students will be eating in their classrooms. Breakfasts and lunches, if needed, will be delivered from the cafe at assigned times. The cafe will be used for Special Education small group instruction and Extended Day. Our custodial staff will work with both of these groups to provide continual cleaning of surfaces.
Gym	The gym will be used for indoor recess when needed. Physical Education classes will be taken outside if weather permits. Physical Education classes will start in their assigned homeroom and then move outside if weather permits.
Water Fountains	Water fountains will be turned off. Students may bring water bottles from home. Summit will be installing two refillable water stations on our water fountains. Students can fill their water bottles in the classroom using the sink. If a student needs a water bottle, please contact the office.
Library	The library will be used as two additional classrooms until the COVID safety guidelines have been changed. Our school librarian is working with her colleagues to determine a checkout procedure for library books. Our school librarian, Mrs. Carr, will be going to homerooms for library time.



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Arrival	<p><b><i>Arrival procedures and times.</i></b></p> <p>-Car Drop Off and Walkers - Families with last names A-M will drop off at 8:15. Families with last names N-Z will drop off at 9:00. Car drop off will follow the same route as before. Please see the attached map showing our drop off route. Kindergarten, 1st and 2nd grade students will enter through the Primary entrance door #12. 3rd, 4th, 5th, and 6th will enter through the main entrance. Students will enter through their assigned door walking over a sanitizing mat and follow the social distancing markers in the hallway to their rooms. Students will always walk on the right side of the hallway.</p> <p>-Bus Drop Off - Students will be dropped off as assigned by the transportation department. The transportation department is going to stagger large bus pick up locations into multiple routes. All bus riders will enter through the main entrance door #1. One bus at a time will be dismissed and go inside through door #1. Students will enter through their assigned door walking over a sanitizing mat and follow the social distancing markers in the hallway to their rooms. Students will always walk on the right side of the hallway.</p>
Dismissal	<p><b><i>Dismissal procedures are slightly different this year. Dismissal times will change.</i></b></p> <p>-Car Pick Up, Parent Walk Up, and Walkers will all exit through the same doors as in previous years. Car pick up/Parent Walk Up/Walkers will start at 3:00 for families with last names A-M and 3:30 for families with last names N-Z. Students will stand with their family members in assigned spots while waiting for a car or parent pick up. Older students will be guided to pick up their younger siblings while going to dismissal. Older students will then help their siblings line up in assigned spots that enforce social distancing between groups. This will assist with social distancing happening.</p> <p>-Bus Pick Up - Bus pick up will start at 3:40 and follow the times assigned by the transportation department. Please refer to your transportation card. To increase social, distancing students will be dismissed from their homerooms one bus at a time. This will assist with social distancing during bus loading.</p>
Breakfast	Breakfast will be delivered to rooms and eaten in rooms.
Lunch	Lunch will be delivered to rooms and eaten in rooms. Students will indicate to their teacher if they need a lunch at the beginning of each day, teachers will notify the cafe, and lunches will be dropped off at each room. Lunch times are assigned to each class.
Snack	Snack will be provided in class. Snacks must be provided by the parent. Whole class snacks must be prepackaged purchased single packets.
Recess	Recess times are assigned to each grade level. Grade levels will be assigned a section of the playground that will be used by their classroom to assist with contact tracing. Each classroom will have two recesses a day and an additional recess has been added to our Specials schedule. The playgrounds will be cleaned frequently by our custodial staff.
Specials	Specials teachers will go to homerooms for lessons. This will help decrease the flow of students and decrease transmission of germs. Students will receive one special's class each day for 45 minutes.
Intervention	Intervention plans will be made by your child's assigned teacher. Intervention will be provided in small groups in the classroom setting. All parents will be notified if their child is on an intervention plan and provided a copy of the plan.
Library Book Distribution	Summit Elementary will utilize the online catalog for students to request books. Mrs. Carr will pull books to deliver to classrooms. Books will be collected each week and left for 24 hours on the cart before being checked in and reshelfed. Mrs. Carr will visit classrooms for a weekly lesson. Mrs. Carr will do read alouds, media center lessons, and have book shares.
Beginning Band	This program will be offered virtually first semester.



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Strings/Orchestra	This program will be held virtually first semester.
Choir	Not Applicable
Clubs & Extracurricular Events	Virtual clubs may be announced in the coming months.
Visitors	Following corporation procedures, no visitors will be allowed in buildings. They may wait in the front vestibule and communicate via the phone available there. Meetings with administration and teachers can be arranged virtually.
Guest Teachers	Guest teachers will be greeted by the front desk receptionists. Guest teachers will then be allowed into the office, sign in, provided a facial covering if necessary, and will be reminded of all health and safety protocols.
Lunch Coverage in Classrooms	Lunch coverage for classrooms will be provided by the classroom teachers.
Handwashing Schedule	Students will wash hands upon entering a room, after all transitions, and periodically throughout the day. Handwashing best practice will be regularly reviewed with students. Posters will be put up by all sinks reminding students how to wash hands and the importance of it.
Other Information	Parents, a letter has been attached to this email with additional details. After reviewing this district table of information and our school letter, please email if you have questions. Grade levels will be sending out virtual "Meet the Teacher" events and welcome packets. Kindergarten teachers will be sending out details on a personalized First Day of School drop off.
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>



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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>