

Hollingsworth East Elementary Building Plans for Fall 2020 Reopening Plan

Last updated: August 21, 2020



OPTION 1

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY
WITH SAFETY PROTOCOLS
(INCLUDING REMOTE LEARNING IF THE DISTRICT IS REQUIRED TO CLOSE)

OPTION 2

STUDENTS AT HOME DAILY
REMOTE LEARNING WITH ECS TEACHER

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Hollingsworth East Elementary

Fall 2020 Reopening Plan

Introduction

The Eaton Community Schools Administrative Team met throughout the summer to collaborate, gather information from available resources, and determine the best initial plan and goals for our students moving forward. Our primary goal is to reopen Hollingsworth East Elementary with safety first and foremost for our students and staff members. Secondly, we aim to properly educate our students in a fun, dynamic, and engaging environment that maximizes their learning and development. As you may guess, achieving these goals is a difficult balance. We will be most successful in meeting the challenges posed by the tasks at-hand if we work together, effectively communicate, and adjust as a community to the blend of “new normal” school procedures required. Due to the safety guidelines provided by the Governor’s Office and our local/state health officials, we have had to make a few changes in our previously-used procedures and routines. We have attempted to outline and reflect these changes in our plan. Although we all may not like some of the changes, please know that the purpose behind them is to keep everyone involved safe. It is our goal to provide an optimal and safe learning environment for our students. We are looking forward to partnering with you to reach our goals so that all of our children can have a memorable, safe, and fun learning experience at Hollingsworth East Elementary.

Face Coverings

Our state health officials and professional pediatric organizations (please see below) in collaboration with one another changed the mandate for K-2 students on August 4, 2020, stating all students will wear a face covering while at school. Additionally, on August 15, 2020, the Ohio Department of Health issued an order not permitting face shields as a substitute for wearing masks. However, there are listed exemptions in the order. Please see below. Eaton Community Schools has decided that for the safety of both students and staff members at the primary level, face coverings will be worn throughout the day. There will be times throughout the day that the children will take a “face covering break” allowing for it to be removed for a designated time. The school will be providing a face covering, or parents can provide their own for their child. If a student does not have a face covering, the district will provide a disposable one for them. We will also be providing a lanyard (breakaway) for each child. The lanyard will hold the child’s face mask to ensure that it is readily available, stays as sanitary as possible, and does not get lost during the school day. The teacher will be providing instruction regarding these expectations, re-teaching when needed, and monitoring so that all the students will be safe. It is our hope that the children will all individually adapt well to wearing their mask and that it will become a natural part of the school day routines.

It was announced on August 4, 2020, that the Ohio Department of Health issued an order requiring that K-12 children wear face coverings while at school. The new mandate comes after the Ohio Children's Hospital Association and American Academy of Pediatrics Ohio Chapter [issued a joint letter](#) today recommending widespread use of masks in schools with the following exceptions:

1. Children under the age of 2 years old
2. Any child unable to remove the face covering without assistance
3. A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering (e.g. severe anxiety or a tactile aversion)
4. A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask
5. A child with a facial deformity that causes airway obstruction

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Exemptions as of the August 15, 2020, ODH facial shield order are listed below:

- The individual has a medical condition including respiratory conditions that restricts breathing, mental health conditions, or a disability that contraindicates the wearing of a facial covering; or
- The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary:
- The individual is actively participating in outdoor recess and/or physical activity where students are able to maintain a distance of six feet or more or athletic practice, scrimmage, or competition that is permitted under a separate Department of Health Order:
- The individual is seated and actively consuming food or beverage:
- Where students and staff can maintain distancing of at least six feet and removal of the facial covering is necessary for instructional purposes, including instruction in foreign language, English language for non-native speakers and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument:
- Students are able to maintain a distance of six feet or more and a mask break is deemed necessary by the educator supervising the educational setting:
- The individual is alone in an enclosed space, such as an office: or
- When an established sincerely held religious requirement exists that does not permit a facial covering.

Social Distancing

As you already know, social distancing at this age level will be a challenge. The children love to play with one another and many times are not the best at recognizing or honoring appropriate social spacing. This is a great attribute about this age level, but obviously, not the easiest to manage to be consistent with the COVID-19 guidelines. It is a fine balance to ensure that the children will “enjoy school” while still keeping them safe. Our teachers recognize and understand the need to achieve this fine balance. They will be doing their very best to keep the children safe, teaching them about honoring each other’s “social space” yet also allowing them to play with one another. We have tried to create a plan for students in grades K-2 that reflects procedures that ensure safety and the love of being with one another. The district has purchased “floor markings” with the Hollingsworth East Eagle illustrated that will be placed as visual cues in the common areas of the school. Also, there will be “floor markings” in each classroom that will Velcro to the carpet to help support children in being spaced when having “carpet time” in their classroom. Visual cues are the best reminders for children of this age and the district plan does include many of them throughout the building as well as the need to verbally reinforce them. We are committed to providing the best learning environment that includes the “play,” “interactive,” and “social” aspects of school, while at the same time, understanding that such opportunities will likely be more limited than ever before. It is our goal to balance “social distancing” for safety reasons with their natural inclination to actively interact with each other so that the children can still find a vibrant “love for learning and school.”

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Visitors and Pick Up, Dismissal Changes and Car Riders

This is an area that will also be more challenging. It is heartbreaking that we will not be able to have visitors in the school. As many of you know, we have traditionally had daily visitors for eating lunch, working in the classroom, and tutoring students. While we value these visits, to ensure safety, we will not be allowed to have any visitors in the school. The procedures for picking your child up early, dealing with dismissal changes, and being a car rider will be a bit different too. Arrival/dismissal will be one of our busiest times because of our need to honor social distancing guidelines and ensuring that the children get to the right place. We will need to work together to ensure that these times go efficiently, fluidly, and safely. **Thank you in advance for being patient and honoring the notification time of 2:30 p.m. or before for any dismissal changes.** Please read this section of the plan more closely, as there are several changes. After reading through it, please do not hesitate to contact the school office with any questions

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Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p>In addition to the expectations included in the district reopening plan, Hollingsworth East Elementary will follow the expectations listed below.</p> <p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Assist your child to wash and sanitize hands prior to leaving home.• Reinforce the procedures/routines shared by the classroom teacher.• Encourage your child to use their water bottle to stay hydrated throughout the day. (Drinking fountains will not be accessible)• A water bottle will be provided and stay in the classroom.• Encourage your child to bring back and forth to school his/her personal lanyard. This is to hold their masks safely.• If your child cannot wear a face covering due to doctor’s orders, a note must be provided their doctor. <p><u>Students</u></p> <ul style="list-style-type: none">• Face covering is required at all times whether sitting at your desk or working directly with staff and/or students. It is understood that all of us are adjusting to face coverings and every so often need to remove the cover to reset or simply “catch a breath.” Having the face covering down off their mouth/nose for brief respites is going to be necessary. If we have students keep the face coverings on as a rule when inside 6 feet, we will have a much better chance of maintaining safety and staying in school. <p><u>Kindergarten</u></p> <ul style="list-style-type: none">• Students will enter the classroom in the morning wearing his/her facial covering. Students will unpack belongings, while being monitored by teachers/staff.• Students will wear facial coverings when in the classroom. The teacher will provide “break times” from wearing the face covering.• Students will sanitize their hands after blowing his/her nose. <p><u>First Grade</u></p> <ul style="list-style-type: none">• Students will follow grade level visual hand signals for daily routine.• After a student gets a tissue and blows his/her nose, he/she will throw away tissue and the student will use hand sanitizer• Students will wear a face covering when in the classroom.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Limit shared classroom materials, whenever possible.• Create a safe, clean system for using and then disinfecting manipulatives.• Create a consistent, handwashing schedule throughout the day.• Water bottles are sanitized and filled when requested.• Encourage and monitor students to wear their lanyard in a safe manner.• Staff members will wear a face covering when in the classrooms. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Custodian will respond to any calls on the walkie-talkie for immediate needs. <p><u>Administration</u></p> <ul style="list-style-type: none">• Provide guidance and clarity for classroom procedures/routines to ensure safety.• Create, share and implement a “sanitizing” schedule for water bottles.• Administration will wear a face covering when in the classroom

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<ul style="list-style-type: none">• Students will come into the classroom and take a seat then wait for the teacher to call the student to unpack/pack at cubby/locker. <p><u>Second Grade</u></p> <ul style="list-style-type: none">• Students will enter the classroom in the mornings and sit in their seat until directed by the teacher to unpack.• Students will wear a face covering when going to/from lockers, during small group work, working one-on-one with the teacher and any other time the teacher thinks it is necessary for safety.• Students will throw tissues away and sanitize their hands after blowing their nose.• Students will follow procedures for health and safety concerns established in classrooms.	
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Hallways, Lockers and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="107 334 1003 431">In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p data-bbox="107 488 331 516"><u>Parents/Caregivers</u></p> <ul data-bbox="155 524 1016 711" style="list-style-type: none">• Parents please talk with your child/children about the importance of using the “floor markings” to ensure safety of physical distancing. There will be “dots” on the floor that will provide a visual cue for the children.• Please talk with your child about wearing a mask when entering/exiting the building, riding the bus, traveling in the common areas and when the teacher asked the child to wear it while participating in a learning activity. <p data-bbox="107 751 222 779"><u>Students</u></p> <ul data-bbox="155 787 961 1044" style="list-style-type: none">• Wearing a face covering is required when in hallways and accessing cubbies/lockers.• Report immediately to your classroom or cafeteria for breakfast, upon arrival to school.• Access to assigned cubbies only during scheduled time and when the teacher directs.• When standing or walking in hallways, students must utilize the “floor markings” to ensure safe social distancing.	<p data-bbox="1056 334 1287 362"><u>Teachers/Assistants</u></p> <ul data-bbox="1104 370 1980 594" style="list-style-type: none">• Instruct, teach and monitor that children use the “floor markings” to ensure social distancing.• Supervise hallways and common areas to ensure students are utilizing the “floor markings” to ensure their safety.• Create a classroom schedule, instruct students about the procedures/routines, supervise cubby visits and ensure the schedule is followed so that a limited number of students access it at one time. <p data-bbox="1056 670 1230 698"><u>Administration</u></p> <ul data-bbox="1104 706 1980 930" style="list-style-type: none">• Ensure proper “floor markings” are installed in hallways and common areas. Provide support in monitoring and re-teaching for students who need it.• Ensure that teachers create and follow a “cubby system” to provide children safe access to their personal belongings.• Assist and support teachers with reinforcement of student expectations regarding safe practices. Assist teachers, when necessary, in communication with parents/caregivers

Drop-off, Pick Up and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p>In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • <i>Parents please plan to utilize an electronic form for arriving late and to change your child’s dismissal plan, pick up or drop off during the school day.</i> This will help to limit the number of visitors in the school office to ensure safety measures. Link to this form will be on the school website and will also be shared via the classroom teacher. • <i>If you have a dismissal change, please complete the online form by 2:30 p.m. of the same day.</i> Due to the added time of social distancing during dismissal, the deadline of 2:30 p.m. needs to be honored. • If a child needs to leave during the school day, the “pick up” adult can enter the school vestibule then use the intercom system to communicate with office staff. The child will be called to the office and brought to the adult for pick up. • Please refrain from coming into the school office to “pick up” your child from 3:05 to 3:20 p.m. but instead plan to pick up your child by 3:00 p.m. This will assist with limiting the number of people in the school office during dismissal and help with social distancing for safety. • <i>Parents will need a “dashboard card” from the office to ensure the safety of our “car riders.”</i> The “dashboard card” will need to be visible when picking up in the car rider line. This form will also be accessible online. • We are expecting more car riders due to COVID-19. We have a plan in place, and hope that it works well. Your patience the first couple of weeks with the car rider line would be greatly appreciated. <p><u>Students</u></p> <ul style="list-style-type: none"> • Wearing a face covering is required when entering, exiting, or moving around the common areas of the building. • Report directly to your assigned classroom/area upon arrival to school. • Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc. by using the “floor markings” throughout the building. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Teachers will have procedures/routines for these transitions that are continuously instructed, monitored and reiterated. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Ensure designated doors are propped open at arrival and dismissal, as needed/weather permits. • Ensure designated doors are closed after arrival and dismissal. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Implement staggered arrival/dismissal times, if necessary, to maximize physical distancing and student safety. • Create, communicate and monitor the arrival/dismissal system with parents, students and staff members. • Ensure adequate supervision is available on bus lots, in parking lots and in the common areas of the building. • Ensure the electronic forms are online, available and properly working.

Transportation

Student and Parent/Caregiver Expectations	Staff Expectations
<p>In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Assist your child to wash and sanitize hands prior to leaving home.• Please talk with your child about wearing a mask on the bus and help him/her to understand the importance of keeping it on.• Please talk with your child about his/her bus number and/or animal in helping the child to learn this important piece of information. <p><u>Students</u></p> <ul style="list-style-type: none">• When entering the building, please wear a face covering and then directly go to the classroom or to the cafeteria to get breakfast.• When exiting the building, please listen for the correct bus and go directly to the bus and be sure to wear your face covering.	<p><u>Drivers</u></p> <ul style="list-style-type: none">• Helping to ensure the K-2 students are loading on the correct bus. <p><u>School/District Administration</u></p> <ul style="list-style-type: none">• Monitor drop off and dismissal to ensure students do not congregate in groups.• Create a staggered schedule for children entering and exiting the bus.

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Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p>In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• When it is necessary for parents to meet with teachers and/or building administrator, it will be necessary to determine the best venue, i.e., in person, via phone or using a virtual platform.• Communicate with the school personnel of your preference to attend meetings in person, via phone, or using a virtual platform. Due to the limited space in the Hollingsworth East Elementary conference room, virtual meetings are the preferred choice.• In person meetings should follow appropriate physical distancing protocols, and it is required that a face covering be worn when entering, exiting, and moving around the building.• Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms. <p><u>Students</u></p> <ul style="list-style-type: none">• Wearing a face covering is required when entering the meeting, exiting the meeting, moving around the building and when attending the meeting and follow social distancing protocols.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Wear a face covering during meetings and conferences.• When it is necessary for teachers to meet with parents/caregivers and/or building administrators, it will be necessary to determine the best venue, ie, in person, via phone, or using a virtual platform. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none">• Wear a face covering during meetings and conferences.• Provide parents/caregivers with options for in-person, phone, or video conferencing.• Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.• Ensure physical space used for meetings allows for distancing guidelines (school conference room is very limited in space).

Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p data-bbox="107 334 1003 428">In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p data-bbox="107 451 331 477"><u>Parents/Caregivers</u></p> <ul data-bbox="155 487 989 545" style="list-style-type: none">• A quick response to the school nurse calling during the school day will be greatly appreciated. <p data-bbox="107 591 218 617"><u>Students</u></p> <ul data-bbox="155 626 989 980" style="list-style-type: none">• Use designated entrances and exits to the clinic (hallway entrance)• The hallway entrance/exit to the clinic will be the only one utilized for entering and exiting. If the child is sick, the school hallways office entrance/exit will be utilized.• Following physical distancing protocols as much as possible when in the clinic.• Wearing a face covering is required when in or moving around the clinic.• Wearing a face covering is required while inside the school building, if a student is determined to have a fever or other symptoms.• A sick child will be isolated in a designated area and supervised by a staff member.	<p data-bbox="1060 334 1213 360"><u>Nurse & Staff</u></p> <ul data-bbox="1108 370 1976 529" style="list-style-type: none">• Hallway door to the clinic will be used for everyday tasks. A sick child will only exit via the school office hallway door. (Designated sick area)• Please send a child to the nurse immediately if the child reports any of the COVID-19 symptoms.• Staff please enter and exit the clinic via the Kindergarten hallway door only. <p data-bbox="1060 607 1230 633"><u>Administration</u></p> <ul data-bbox="1108 643 1906 802" style="list-style-type: none">• Ensure proper signage is installed.• Ensure regular cleaning and disinfecting takes place in the office area.• Ensure seating areas are properly physically distanced.• Ensure the student isolation area is properly supervised when in use.• Ensure the entrance/exit of the clinic is properly used by

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Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p>In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Please talk with your child about standing on the “floor markings” when using the restroom equipment so that we can ensure social distancing while in the restroom.• Also talk about the importance of washing his/her hands when in the restroom. <p><u>Students</u></p> <ul style="list-style-type: none">• Follow all “floor markings” in the hallways, common areas and restrooms.• Use the “marked” restroom equipment only, including sinks, faucets, urinals and stalls.• Wait on the “floor markings” right outside the restroom, until it is the child’s turn to go into the restroom.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Create grade level procedures/routines for restroom breaks and usage.• Instruct the students about the “new” restroom procedures/routines, consistently reinforce and provide supervision of restrooms, hallways, and other common areas.• Teachers will have a tracking system for when individual students use the restroom.• Teachers will set up a bathroom schedule for classes as well as assigned restrooms to use each day. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect common areas based on a schedule provided by school administration. <p><u>Administration</u></p> <ul style="list-style-type: none">• Ensure proper signage and “floor markings” are installed in hallways, common areas and restrooms.• Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing. Develop a restroom schedule to minimize the number of students in the restroom at one time.

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Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p>In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">• Provide a face covering for your student to wear when not eating.• Until further notice, parents/caregivers will not be permitted to eat lunch with their child during lunchtime. <p><u>Students</u></p> <ul style="list-style-type: none">• Wash and/or sanitize hands prior to eating lunch.• Sit in assigned, marked seats upon entering the cafeteria. This will be prior to getting into the serving line.• An adult will dismiss each table and the students will get in the serving line.• If bringing a packed lunch, report immediately to your assigned seat.• Sanitize hands when returning to the cafeteria from the restroom.• Follow physical distancing guidelines as much as possible when in line and in the serving areas. Please stand on the “floor markings” when in the serving line.• Some grade levels may eat lunch in their classroom due to the limited space in the cafeteria and the reduced number of students because of social distancing.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">• Supervise designated eating areas to ensure students are properly physically distanced and sitting in their designated spot.• Supervise when students are in the serving line reminding them to stand on the “floor markings.”• Wear face shield and/or a mask when circulating around designated eating areas.• Monitor and limit bathroom use during lunch time. Remind the child to wash his/her hands prior to returning from the restroom.• Use staggered dismissal to ensure physical distancing at the end of lunch. <p><u>Custodians</u></p> <ul style="list-style-type: none">• Disinfect all table tops and seats between lunch groups.• Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none">• Collect lunch money in the mornings.• Assist in the cafeteria ensuring the safety of social distancing while eating. <p><u>Administration</u></p> <ul style="list-style-type: none">• Develop and implement a staggered schedule to adhere to the social distancing guidelines for the cafeteria.• Provide support and assistance with monitoring during lunch, when available.

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OPTION 1 – STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS**

Offices

Student and Parent/Caregiver Expectations	Staff Expectations
<p>In addition to the expectations included in the district reopening plan, <i>Hollingsworth East Elementary</i> will follow the expectations listed below.</p> <p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Please enter the school’s vestibule and ring the doorbell. A staff member will answer and communicate via the intercom system. • Attendance notes can be completed online. The link will be on the school website. This is the preferred method simply because of safety precautions of not handling paper. • <p><u>Students</u></p> <ul style="list-style-type: none"> • Use designated entrances and exits to the office. • If a child is dismissed early, he/she will report to the office with all of their personal belongings for exiting the building. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Follow physical distancing protocols and office one-way pathways. <p><u>Office Staff</u></p> <ul style="list-style-type: none"> • Wearing a face covering is required when physical distancing is unable to be maintained. • Monitor and limit the number of people in the office at any one time. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Wear a face covering when in the office. • Disinfect common areas based on a schedule provided by school administration. • This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Assist the office staff in limiting the number of people in the area. • Ensure proper signage is installed in the office and leading into the office. • Ensure regular cleaning and disinfecting takes place in the office area. • Ensure seating areas are properly physically distanced.

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OPTION 2 – STUDENTS AT HOME DAILY REMOTE LEARNING WITH ECS TEACHER**

Remote Learning Option

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Assist your child to get logged into their teacher’s Google Classroom and other resources. • Communicate with the remote teacher on a consistent basis including questions and concerns. • Understand the grading and attendance expectations for remote learning. • Monitor student progress on coursework. • Developing a “school schedule” is recommended to keep routines in place for students while working from home. <p><u>Students</u></p> <ul style="list-style-type: none"> • Following a regular “school schedule” is recommended to help keep routines in place for students while working from home. • Communicate questions and concerns immediately to teachers. • Participate in virtual sessions with teachers as scheduled. • Watch lessons provided by teachers and complete assignments according to timelines. • Be an active participant in your teacher’s Google Classroom and/or activities. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Create lessons that are engaging for students using a variety of strategies. • Regularly communicate with remote learners and parents, especially if there are concerns. • Create a schedule to communicate progress with parents and building administrator. • Develop and utilize a “tracking system” for communication and classroom activities. • Use Google Classroom as the platform for all assignments, links to resources, etc. • Grade work in a timely manner and provide feedback to students on assignments. <p><u>Technology Department</u></p> <ul style="list-style-type: none"> • The district will provide a Chromebook for each student; students will not be asked to share their devices. • Hotspots will be provided by the district, if needed. • Provide help desk assistance when technology issues occur. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure each student has a device at home. • Monitor and assist teachers in the delivery of content for students. • Implement appropriate grading procedures and remote teaching guidelines for teachers. Frequently communicate with teachers on students' progress of remote learners. Access to the teachers’ Google Classroom. Collaborate with teachers to determine grading, accountability and protocols and procedures for remote learners.

