

## SCHOOL PROFILE

<b>School Name: Kellond Elementary</b>	<b>Grade Levels: K-5</b>
<b>Number of Students: 410</b>	<b>Number of Classroom Teachers: 22</b>
<b>Additional Classified Staff (TAs, Paraprofessionals, monitors): 12</b>	<b>Total Number of classroom spaces at your site: 25</b>
<b>Additional Certified Staff: 7</b>	<b>3 Itinerant</b>

### RE-ENTRY PLAN SAFETY/OPERATIONAL LOGISITICS

Utilizing the guidance document as an outline, your team will create a re-entry plan that encompasses an student's day on each school campus to uphold safety guidelines and mitigate virus spread for all students, parents, teachers and the community.

### Arrival and Breakfast Procedure

- Before and after care is open from 7:00am to 9:00am and from 3:25pm (Wed 2:25pm) to 6:00pm
- Student drop-off/open campus time will be changed to 9:00am.
- Parents may only drop off students by vehicles curbside in the large parking lot.
- Students walking to campus will use the gates in the large parking lot.
- Two gates will be opened for quicker entrance. The gates will be supervised by school monitors to ensure students enter campus with face masks and adults do not enter campus. Sanitizing stations will be present at gates for student use.
- Gates will be locked at 9:15am.
- As kindergarten students arrive at the drop off parking lot and enter the gates, a staff member will direct them to stand at one of the ramada poles directly inside the gates. Poles will have color coded paws with color names for students to easily identify and for social distancing as much as possible. When the poles are all assigned, an adult will walk kindergarteners to the classroom.
- Cones will be used to limit cross traffic so that all vehicles move along the curb for student safety. Traffic will be looped around the parking lot to reduce the number of cars waiting to enter the lot. Staff will be assisting with directing traffic.
- Daycare vans will drop off in the front of the building.
- Bus students will be walked through the gate by the bus bay into the corral and escorted over to the cafeteria or hallways by staff.
- Students in our self-contained program may be dropped off at the classroom entrance located in the corral. Front parking lot may be utilized by these families. Meals for these students will be delivered to the room directly.

- Before School Care program students will be escorted from their room at 9:00am, at which time they may go to breakfast or their classroom.
- Students having breakfast will go directly to the cafeteria, socially distanced as much as possible, and supervised by staff.
- Tardy bell rings at 9:15am. Any student still in the cafeteria will be given a tardy slip to class rather than going to through the front office. All students will be sent from the cafeteria no later than 9:20am.
- Hallways will be monitored by staff until 9:20am when all students are done transitioning.
- Students not having breakfast will report directly to classrooms 9:00am.
- Cafeteria will be supported by the kitchen staff and a monitor.
- Students will enter the cafeteria door closest to our MPR and follow directional flow from the door to food distribution, to POS station, to tables. Monitor/custodian will move the trash can around for students to dispose of their own trash prior to leaving out the door on the opposite side of the cafeteria.
- Students will wash their hands when they get to their assigned classroom.
- Tardy students not in the cafeteria will be signed in through the front office as usual and given a tardy slip. Office will not be open for drop off until after 9:15am.
- Attendance must be submitted by 9:25am.

**Monitoring staff needed:**

**Cafeteria (1)/Gates and curb (2)/Bus bay (1)**

**Classroom Environment**

- Classroom capacity will be based on TUSD consensus.
- Desks will be placed in rooms as available. Tables will be used as needed. Student workspaces will be socially distanced as much as possible.
- Students will keep all personal items with them in their space.
- Technology devices and headphones will be brought to school by students daily. Items should be labeled.
- Personally owned devices/laptops brought by students will work on the TUSD network.
- Restrooms and sinks in rooms will be used for handwashing routines.
- Classroom area rugs have been stored for future use.
- Teachers will sanitize high touch points in the classroom every hour.
- Students will be taught our PBIS program and expectations for being on campus.
- Resource and Related Services will be taught in-person or remote based on student placement.

- Students on campus will receive in-person instruction. Remote students will receive remote instruction.

**Monitoring staff needed:**

**Transitions**

- Use of building will be limited provided number of students on campus.
- Hallways will practice social distancing as much as possible by allowing traffic on the right side only using lines on the floor.
- Doorways will be identified as in/out only for limited traffic and locked to the opposite direction to limit flow.
- Schedules for transitions throughout the day for breaks/lunch/etc. will be predetermined based on number of students on campus.
- Custodians will sanitize high touch points throughout the shared, general spaces every hour.

**Recess/ Healthy Play**

- Masks must be worn during recess/healthy play.
- Schedule will be determined for movement breaks for social distancing as much as possible.
- Zones will be assigned by grade levels (or groups depending on number of students on campus). (Courts/field/sidewalk-concrete area/playground equipment)
- Equipment will be assigned on a weekly basis by color to groups that may use it in the designated areas. Equipment will then be disinfected.
- Students will be responsible for personal water bottle brought to school from home. Students will transport their own water bottle to assigned outdoor play area and leave bottles in designated areas.

**Lunch Procedure**

- Lunch will be packaged for grab-n-go service.
- Hand washing will be done in classrooms prior to heading to the cafeteria.
- Traffic will enter one end of the cafeteria (near the stage) and move around the room through the food service, to the POS system, and to the tables or courtyard.
- Students will be socially distanced as much as possible at assigned tables.
- Students who bring a lunch from home will carry their own lunch.
- Youngest students will receive assistance with opening food packages and disposing of trash as needed.

- When done eating a monitor will take the group to their designated play area for the week. (see Recess/Healthy Play section)
- Students in our self-contained program will have lunches delivered to the classroom and may eat indoors or in the corral.

**Monitoring Staff Needed:  
Cafeteria (2)/Playground (2)**

#### **Dismissal Process**

- Students in our self-contained program will be dismissed through the corral, either picked up by parents or escorted to the bus bay.
- Bus students will be monitored in the garden and wait for their bus number to be called and then led through the corral to the bus bay.
- Students may only be picked up by vehicles curbside in the large parking lot. Two gates will be opened for quicker exit. The gates will be supervised to ensure student safety with moving vehicles.
- Cones will be used to limit cross traffic so that all vehicles move along the curb for student safety. Traffic will be looped around the parking lot to reduce the number of cars waiting to enter the lot.
- Daycare vans will pick up in the front parking lot. A list of riders will be given to staff.
- Before School Care program students will be escorted from their classrooms at the end of the day to their room by staff from the program.

**Monitoring Staff Needed:  
Bus Bay (1)/Garden (2)/Parking lot pick up (3)/Student monitoring (TBD)**