



## Northwood Elementary 2020-2021 Re-entry Plan

*The spread of COVID-19 is not 100% preventable, but FCS will work diligently with the Johnson County Department of Health and the Indiana State Department of health during any cases that affect Franklin Community Schools.*

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### Academics

#### Counseling

- Second Step lessons will be delivered in classrooms, by the school counselor. In order to deliver more of the Second Steps curriculum, videos may be created by the counselor. Teachers will be able to share and discuss these videos with the students.
- When meeting with small groups, the counselor and students will practice social distance strategies. Meetings will take place in a larger room when available. If a larger space is not available, the size of the groups will be reduced in order to properly observe social distancing and masks will be worn.

#### ECA clubs/athletics

- After-school activities and clubs will continue, only if district safety precautions can be practiced and staff members will be the sponsors. These clubs include Spell Bowl, Math Bowl, Ukulele Club, to name a few.
- No outside groups or organizations will be able to use any part of the building, until approved by the district.

#### Learning Environment

- Classroom Set-Up: desks in rows, facing the same direction, spaced 2-3 feet apart
- Supplies: students will have their own supplies and will not share items unless they are properly sanitized between uses.
- Teachers will use outside areas for instructional activities when appropriate.

#### Master schedule

- The master schedule will remain as planned, with flexibility for changes, as needed.



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### Recess/unstructured time

- During recess, classrooms will stay in designated zones both inside and outside.
- If students have recess inside, due to rain or other weather-related conditions, games and activities will be provided. Students will wear masks and stay apart from each other, as much as possible.
- Students will sanitize hands before and after these unstructured times.

### Resources (lockers, book bags, technology, cameras, classroom sets, etc.)

- Students will use their assigned Chromebook at school and take it home each day so it can be charged at home.
- Supplies will not be shared.
- Bookbags will be kept in cubbies. If students must share the cubbies, bags can be used to assure items stay separated, or bookbags can be kept in other classroom spaces such as bookshelves or baskets.

### Small group instruction

- Small Groups: limited to 3 students at a small group table, with a barrier and/or masks worn by the teacher and students
- Specialized small group instruction: movement to other spaces limited to absolutely essential activities such as Special Education groups, High Ability reading and math, Title I and ENL interventions, that cannot otherwise be accommodated by a teacher delivering the material within the child's classroom, virtual programming, or a combination of both.

### Special education instruction

- IEP goals and services will be delivered and monitored by special education and classroom teachers.



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- Small group instruction will be minimized and only utilized if no other option (i.e. teacher pushing into the classroom) meets a student's learning needs and required programming. Masks will be worn and plexiglass barriers will be used. In addition, sanitizing will take place in and out of those settings.
- Case conferences and other meetings will be held via virtual means, such as Google Meet or conference calls.

### Specials/elective classes

- Physical education, art, music, and STEM will take place in the classrooms, with those special area teachers rotating to the classrooms.
- PE will be outside when possible.
- During library times, students will be spaced out throughout the library and will participate in computer-based typing activities while students take turns checking out books. Students will be instructed on keeping hands off books except the ones they are checking out. When books are returned, they will be kept out of circulation for at least 24 hours.

## Operations

### Clinic / medication procedures

- The clinic will follow all district and JMH guidelines, and will be monitored by our school nurse.
- An additional clinic space will be located in the north conference room, as needed for students who are ill.

### Drop off and pick up procedures

- Students will be welcomed into the building, from buses, one bus at a time, as to allow appropriate personal space and boundaries. Students will use hand sanitizer when walking into classrooms.
- Students will be encouraged to wear masks in hallways and other common areas.



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- Walking zones may be established. Supervision and arrival procedures will be planned as paths and more detailed plans are decided upon.
- Car riders will continue to enter the school from the back parking lot in the same manner as usual. If additional space is needed, due to limited buses, plans will be made to allow car riders to enter through the front door and preschool door.

### Front office procedures

- Office staff can communicate with visitors to the building via a camera and microphone. Most business (such as dropping off items, or requesting documents) can be done with the visitors remaining in the foyer.
- Hand sanitizer will be available for staff and students coming to the office, along with any parents who have business that must be conducted at the office counter.
- No volunteers, lunch visitors, or classroom visitors will be allowed until further notice.

### Hallway transitions

- One-way traffic patterns will be established for movement around the building during the day, with limited classes being allowed in any hallway at the same time.

### Hygiene -- hand washing/sanitizer

- Hand washing will be reinforced and expected, along with the use of the installed hand sanitizer stations. Staff will monitor students and will themselves be expected to practice these methods

### Lunch/Breakfast

- Students and staff will wash/sanitize their hands before and after lunch periods
- During each grade level's lunch, two classrooms will eat in the cafeteria and two classrooms will eat in the LGI. This will allow proper social distancing, with students spread out and all facing the same direction.
- All students will have assigned seats to abide by each day
- Tables and chairs will be wiped down after each lunch period.



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- Breakfast will be provided in the classrooms, with sanitizing being done, as well as wiping down areas where students ate.

### Masks (staff and students)

- Northwood will follow the district guidelines regarding facial coverings.
- Faculty, staff and K-12 students will wear facial coverings while inside school buildings when social distancing of 6 feet is not maintained.
- Faculty, staff and K-12 students will be required to wear facial coverings on buses, during arrival and dismissal, and in hallways.

### Restroom utilization/cleaning procedures

- As each classroom is scheduled to use restrooms, teachers will assure that only 3 students at a time are allowed inside. They will monitor students to ensure they wash hands when leaving the restroom.
- Restrooms will be cleaned throughout the day, as required by district guidelines.

### Water fountain

- Bottle filling stations will be utilized, in lieu of water fountains.
- Students will use their own water bottles, labeled with their name, and taken home each day to be washed and returned for use the next day.
- If students do not have a water bottle, disposable cups will be used.