

# **ROUGH DRAFT**

**Updated 8.9.20**

## **Stedman Elementary School Smart Start Plan**

I would like to urge anyone wanting updated information about Stedman Elementary to contact me directly. I have been working this summer on various scenarios and know them inside and out. We have not been ready to post plans due to the day to day changes that occur. This proposed plan will most likely undergo small changes in the weeks to come. Accurate information is what we are aiming for. The public school system is held to a certain accountability within the Department of Education. The Department of Education has provided us with updated Smart Start guidance, which I highly encourage everyone to read. This plan provides extensive guidance about what we should and should not do as a public school during a pandemic. Looking at the parent survey results, I know that our community wants a return to "normal". Unfortunately, there is no way to responsibly return to "normal" this fall. We absolutely value your opinions. This is what drives our low risk scenario as close as we can get to what is considered a full time schedule with protocols. Full time schedules due to following the Department of Education's and CDC guidelines on movement and cohort will be 5.5 hours per day. As a public school, we have a duty to follow the recommended guidelines in honor of keeping our students, families, and staff safe and healthy.

The staff at Stedman Elementary are the educational experts in this field, and this was stated very clearly in the survey results by our community. Therefore, with guidance from Dr. Zink, Department of Health and Social Services, Department of Education, CDC, Petersburg Medical Center, parent surveys, our local School Board, and our Petersburg teachers, we have been working on three plans to keep the health and safety of all we serve and employ at the forefront of our planning efforts.

We are proposing to start with an AM/PM schedule. This would mean that we would plan to start the school year in a medium risk (Yellow) level. Our community is not currently in a medium risk scenario; however, starting the school year with an AM/PM schedule will allow us time to figure out how to manage 50% of the population in a closed setting, and stay within the Smart Start and CDC Guidelines. It was the recommendation of the Medical Center to re-evaluate this plan after a few weeks to assess our community risk level and determine the next steps for increasing student numbers in the school. The re-evaluation date is set for Friday, September 25th. Once we re-evaluate and determine how the guidelines, schedule, protocols, and community risk levels are going, we are hopeful to transition to a greater capacity in the buildings. The Smart Start Guidelines have three levels, which include low (Green), medium (Yellow), and high (Red). There is no level for a "No Risk" situation. A "No Risk" situation would be what some are calling "normal" and is not possible this year. Our low risk (Green) at

Stedman Elementary School is to have 100% student capacity. Whether we do a low risk or medium risk plan we will need additional teaching staff, support and custodial support, and technology equipment. Additional CARES Act funds are intended to support our students in a low and medium risk level schedule, as well as providing instructional support for students/families who choose a virtual option in our district.

I encourage you to read the Smart Start guidelines and CDC guidance. I also encourage you to attend the school board work session on August 11th to share your concerns and feedback. Please do not hesitate to contact me at [hconn@pcsd.us](mailto:hconn@pcsd.us) if you wish to discuss your concerns prior to the meeting or if I can answer any questions. I also want to let you know that I have been working with members of the economic development council with the preschools and childcare community to help support families in need, including plans to help with financial assistance. Filling out our "Stedman Elementary 2020-2021 School Enrollment Form" will give us the necessary information needed to move forward with childcare in our community.

**No Risk = Not an option for the 2020-2021 school year**

**Low Risk = 100% of Students in 5 Days a Week for 5 .5 Hours a Day with Protocols**

**Medium Risk = 50% of Students in 4 Days a Week for 3 Hours a Day in a choice of an M-TH AM/PM Session with Protocols**

**High Risk = Virtual Attendance with Protocols**

**Attendance** will be conducted daily in-person and/or virtual participation. During a time of virtual learning a student will be marked absent when assignments are not completed for the day. Assignments for students who are not at school due to having symptoms of COVID or sickness for another reason could connect to their classrooms using RingCentral meetings (Grades 3-5) and SeeSaw application (Grades K-2). Those not connecting will either have an A or AU code for the day. Perfect attendance awards will not be given.

**Attendance Codes (PROPOSED):**

**A (Absent)**

**T (Tardy)**

**V (Virtually Absent)**

**AU (Absent unexcused)**

**P (Present)**

**VP (Virtually Present)**

**Grading** will occur this year on a trimester basis. We are looking at letter grades versus grading upon essential standards. There will be more to come on this idea after our staff are back for the school year. All conferences will be done remotely.

**Daily Movement** will be included in all proposals and sessions offered. The daily movement break may be conducted in or out of the classroom. PE and swimming are being looked at in our low risk plan. Swimming is not staffed at this time, but open for applications. Therefore, swimming may or may not happen this upcoming school year.

**Bus Transportation** may or may not be provided during all proposals and sessions due to social distancing requirements and limited numbers able to ride. Parents will be encouraged to drop off/pick up their children if at all possible. A survey will be completed by parents to determine which students have the greatest need for transportation.

At this time, with the amount of additional planning, communication procedures, and safety protocols required by Stedman staff, a consistent Monday-Thursday schedule will be delivered. All students at Stedman will be taught the essential standards for their grade level in order to move through the curriculum. Fridays will be set aside for students with large learning gaps who require intensive, small group instruction to help close that gap. Fridays will also provide opportunities for staff planning of multiple programs, collaboration, parent communication, and professional development.

Schedules for Special Education students with an Individual Education Plan (IEP) may look different depending on the IEP team's decision.

**For the 2020-2021 school year, students will need to bring backpacks and inside shoes (PE shoes for later purposes as we grow into a full time schedule). Love and Assistance has gathered 10 donated backpacks for families in need. Please reach out to me if this includes your family. All school supplies have been donated by funding provided by the Borough of Petersburg, Petersburg Indian Association, and Partners in Education!**

**~Slow Start~**

**Week of August 31st Updated Registration & Classroom Visits (By Groups ONLY)**

**Monday, August 31st - Thursday, September**

**8:30-10:30 (4-7 Group A from AM Session)**

**1:30-3:30 (4-7 Group A from PM Session)**

**Tuesday, September 1st**

**8:30-10:30 (4-7 Group B from AM Session)**

**1:30-3:30 (4-7 Group B from PM Session)**

**Wednesday, September 2nd**

**8:30-10:30 (4-7 Group A from AM Session)**

**1:30-3:30 (4-7 Group A from PM Session)**

**Thursday, September 3rd**

**8:30-10:30 (4-7 Group B from AM Session)**

**1:30-3:30 (4-7 Group B from PM Session)**

## **Week of September 8th Monday-Thursday**

### **Kindergarten**

#### **1. In-Person**

**a. AM Session 8:00am-11:00am**

**b. PM Session 12:00pm-3:00pm**

### **1st-5th Grade**

#### **1. In-Person**

**a. AM Session 8:00am-11:00am**

**b. PM Session 12:00pm-3:00pm**

#### **2. Virtual (To be discussed after our staff are back for the school year.)**

**a. AM Session Times TBD**

**b. PM Session Times TBD**

**Fridays are being explored at this time to service special education students and students with learning gaps.**

**Re-Evaluation Date: Friday, September 25th**

# ~School Meals~

**School Meals:** All meals will be charged per the child's eligibility for free, reduced or full paid meals. We encourage all families to apply for free or reduced meals at [schoolcafe.com](http://schoolcafe.com)

## **Breakfast:**

**AM Session:** Any child requesting a breakfast can receive a bag and take it to the classroom at 8:15. If a child is at the school before then he/she may eat in the cafeteria following all social distancing protocols. They will be grouped with cohort or family groups and directed where to sit.

**PM Session:** Those who are in the afternoon session we are working on possible take home breakfasts.

## **Lunch:**

**AM Session:** Lunch students will be given a meal that has silverware, napkin, condiments the main entree and a fruit. They will be given tongs to grab a variety of fresh, canned and frozen vegetable items. The tongs then will be placed at the end of the line in a sanitation bucket. They can then take this meal home.

**PM Session:** Students will be given a meal that has silverware, napkin, condiments the main entree and a fruit. They will be given tongs to grab a variety of fresh, canned and frozen vegetable items. The tongs then will be placed at the end of the line in a sanitation bucket. They will then be directed to either eat in the cafeteria and grouped with cohort or family groups and directed where to sit prior to 12:15 or they will take it to the classroom at 12:15.

**Friday meals are being explored, but there will be a plan.**

**Children enrolled in Rae C Stedman, but are on quarantine or distance learning may be able to pick up a meal. More information will be provided.**

# ~Stedman Elementary Protocols~

## **Screening & Temperature Checks**

**Temperatures**

Temperatures will be taken once a student is in her/his seat. Masks will be worn until temperature is taken. Temperatures will be recorded by the students on their desk.

### **Screenings**

A letter requiring your initials and signatures will be required at 2020 Fall Registration which requires you to recognize the symptoms that will prevent your child from in-person education. We are practicing a Symptom Free Policy, which means a student may NOT experience one or more of these symptoms in order to come to school and will be sent home from school if exhibiting any of these (Flow chart is being created for families):

**Temperature of 100.3 or higher**

**Cough or Sore Throat**

**Shortness of Breath**

**Chills, Muscle Pain**

**Runny or Stuffy Nose**

**Headache, Vomiting, or Diarrhea**

**New Loss or Taste of Smell**

**New undiagnosed or untreated rash or skin condition**

**You are taking first 24 hours of antibiotic treatment**

**\*Note: For asthma and allergies please provide a doctor's note with your child's list of symptoms. We understand that this list will cause difficulty. It is our advice to limit your social bubble in order to prevent illnesses of all kinds.**

## **Social Distancing Practices**

### **Kindergarteners - 2nd Graders**

- Students may attend Circle/Group Time for no more than 15 minutes spaced at a distance less than 6 feet without a mask.
- Students may have free choice time in intervals of 15 minutes at a time when spaced at a distance less than 6 feet without a mask.
- Students in free choice for more than 15 minutes and spaced less than 6 feet apart are required to have a mask worn.
- Social distancing as much as possible, but teachers should not be focused on keeping students 6 feet apart.
- Social distancing is a learning opportunity not a disciplinary action.

**Note: Guidelines from the state says duration and frequency as a factor for social distancing and masking.**

### **3rd Graders - 5th Graders**

- Social distancing is practiced, but less than 6 feet of distance can occur with masks being worn by adults and students.
- Social distancing is a learning opportunity not a disciplinary action.

**Note: Guidelines from the state says duration and frequency as a factor for social distancing and masking.**

**Stedman Elementary Staff**

All distancing measures must be used amongst staff. Six feet of distancing is recommended in Stedman Elementary, unless otherwise noted above. When social distancing cannot be used a mask is required to be worn by the staff member. In an emergency, the mask requirement may be revisited.

**MASKING Practices**

**\*Note: If you have a medical concern about your child wearing a mask please provide a doctor’s note to excuse your child from masking protocols.**

When will my child be required to mask?	Entering & Exiting the buildings	Hallways	Bus Rides	Circle Time	Within 6ft from an adult	In your Seat	Outside	Moving around classroom
<b>Kindergarten</b>	Yes	Yes	Yes	No if <15 mins	Sometimes	No	No	Sometimes
<b>1st Grade</b>	Yes	Yes	Yes	No if <15 mins	Sometimes	No	No	Sometimes
<b>2nd Grade</b>	Yes	Yes	Yes	No if <15 mins	Sometimes	No	No	Sometimes
<b>3rd Grade</b>	Yes	Yes	Yes	NA	Sometimes	Sometimes	No	Sometimes
<b>4th Grade</b>	Yes	Yes	Yes	NA	Sometimes	Sometimes	No	Sometimes
<b>5th Grade</b>	Yes	Yes	Yes	NA	Sometimes	Sometimes	No	Sometimes
<b>Staff</b>	Yes	Yes	Yes	Sometimes	Yes	Sometimes	No unless <6ft	Sometimes

**\*see in depth requirements below**

## **Kindergarteners - 2nd Graders**

"Masking on the Move"

**Note: Guidelines from the state says duration and frequency as a factor for social distancing and masking.**

## **3rd Graders - 5th Graders**

Masks are required to be worn while entering/exiting the building.

Masks are required to be worn while walking in the hallways.

Masks are required to be worn on the bus rides.

Masks may be required while working up close with an adult.

Masks may be required while in your own classroom when interacting and walking around.

Masks may be required at times while in your seat working with others close by.

Masks are not required while outside.

**Note: Guidelines from the state says duration and frequency as a factor for social distancing and masking.**

## **Stedman Elementary Staff**

Masks are required to be worn within 6 feet of other adults.

Masks are required to be worn while entering/exiting the building.

Masks are required to be worn while walking in the hallways.

Masks are required to be worn on the bus rides.

Masks are required to be worn by staff while working up close with a student.

Masks are not required to be worn while in your own classroom if properly distanced.

Masks are not required to be worn while outside on the playground if properly distanced.

**Overall Masking Criteria in Stedman: All community spaces, masking must be worn (Staff Lounge, Hallways, Entering other classrooms, Bus). Masks are required to be worn by the staff member when interactions are less than 6 feet from an adult or child with no other barrier present.**

## **Mask Exceptions**

**\*Note: If you have a medical exception about an adult/student wearing a mask please provide a doctor's note to excuse them from masking protocols.**

1. Children younger than 2 years old
2. Anyone who has immediate trouble breathing or is unconscious
3. Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

4. People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear masks if they rely on lipreading to communicate. In this situation, consider using a clear mask. If a clear mask isn't available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a mask that blocks your lips.
5. Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a mask. They should consult with their healthcare provider for advice about wearing masks.
6. Younger children (e.g., preschool or early elementary aged) may be unable to wear a mask properly, particularly for an extended period of time. Wearing of masks may be prioritized at times when it is difficult to maintain a distance of 6 feet from others (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper mask size and fit and providing children with frequent reminders and education on the importance and proper wear of masks may help address these issues.
7. People should not wear masks while engaged in activities that may cause the mask to become wet, like when [swimming at the beach or pool](#). A wet mask may make it difficult to breathe. For activities like swimming, it is particularly important to maintain physical distance from others when in the water.
8. People who are engaged in high intensity activities, like running, may not be able to wear a mask if it causes difficulty breathing. If unable to wear a mask, consider conducting the activity in a location with greater ventilation and air exchange (for instance, outdoors versus indoors) and where it is possible to maintain physical distance from others.
9. People who work in a setting where masks may increase the risk of [heat-related illness](#) or cause safety concerns due to introduction of a hazard (for instance, straps getting caught in machinery) may consult with an occupational safety and health professional to determine the appropriate mask for their setting. Outdoor workers may prioritize use of masks when in close contact with other people, like during group travel or shift meetings, and remove masks when social distancing is possible.

## ~High Risk~

**All learning will be at home unless otherwise noted below. Specific times will be set-up after teachers come back to work as to when RingCentral meetings will occur for the class.**

**Those who are in special education services and hold an Individualized Learning Plan (IEP) may have a different plan for what is considered “High Risk”. K-5**

**students with no childcare or parental supervision at home due to employment will be able to attend school to receive online RingCentral/SeeSaw education from their classroom teacher. Students may or may not be in the classroom with their teacher in person during this time, but will have internet to access their virtual classroom. If COVID-19 is spread within the school, this plan may vary. During this time masks will be worn by all staff and students in the building at all times along with proper 6 foot spacing.**

**Proof of employment with days and hours worked will be provided to the school prior to a “High Risk” situation. Please help your employers figure out what their “High Risk” situation will be at their business.**