

Together Again

Langston Hughes Plan for COVID Logistics



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	Hybrid
General Practices	<ul style="list-style-type: none"> ● Used when community restrictions for Covid-19 are moderate ● Schools will operate at a reduced capacity (50%) with students alternating between on-site and remote learning ● Social distancing should be enforced. ● Group sizes will meet local guidelines ● Spectator events not allowed
Communication	<ul style="list-style-type: none"> ● All classrooms will have a common landing page to streamline parental/scholar access to grade level content.
Visitors	<ul style="list-style-type: none"> ● Signage outside informing visitors to wear a mask and wait in vestibule for assistance ● Markings on floor (6 ft) ● Only essential personnel allowed in building ● Office staff will sign visitors in or out ● No volunteers inside the building ● Inside the office there is signage indicating where to stand or sit while in the office.
Communal Spaces	<ul style="list-style-type: none"> ● Social distancing of 6 ft ● Consider risk of exposure and crossing of groups when planning <ul style="list-style-type: none"> ○ No all-school assemblies ○ No field trips ● Masks required <ul style="list-style-type: none"> ○ Students (CDC Exceptions may apply- must have doctor's note) ○ Adults (CDC Exceptions may apply- must have doctor's note) ● Child pick-up/drop-off during the school day. <ul style="list-style-type: none"> ○ Drop Off: Parent/guardian should call the school and notify them of the student's arrival. Parent/guardian should stay until the student is safely inside the vestibule. ○ Pick Up: Parent/guardian should call the school and ask for the student to be released. Parent/guardian should sign their student out on the attendance log and wait for their student outside the front door. ○ All staff will maintain 6 ft distance when in office. There should be no congregating. Office staff will sign visitor in or out ○ No volunteers ● Gym <ul style="list-style-type: none"> ○ All students maintain six ft distance. Students will wash hands or use hand sanitizer both before and after gym class. ○ PE will be in the gym or outside.

	<ul style="list-style-type: none"> ○ Students will not share equipment. Lessons will be designed to motivate students to be physically active. Students will be outside for as many lessons as possible. ○ If in the gym, students will have a special spot that allows for social distancing. ● Cafeteria <ul style="list-style-type: none"> ○ Teachers using the cafeteria for lunch should maintain 6 ft distance. ○ Lunches and breakfast for students will be served in classrooms. Hallways <ul style="list-style-type: none"> ○ Everyone will follow the designated flow of traffic ○ Teachers will allot additional time for transitions, when applicable ○ Decals on floor indicating 6 feet of social distancing. <ul style="list-style-type: none"> ● Airplane arms to maintain distance ● Students should line up in the same order at every transition ● Learning Pods <ul style="list-style-type: none"> ○ Should only be used when the area can be carefully monitored ○ The adult responsible for monitoring must also sanitize tables and chairs when students transition out of the area
Teacher Lunch/Plan	<ul style="list-style-type: none"> ● Teacher's may eat or spend their plan time in the cafeteria or their classroom. ● Teachers should disinfect area when done.
Staff Meetings	<ul style="list-style-type: none"> ● Staff meetings will be virtual ● Staff activities will be held in gym or outside
Staff Lounge	<ul style="list-style-type: none"> ● Practice social distancing ● Limit the number of staff in the lounge ● Staff should not congregate in the lounge ● All communal silverware is stored. Use disposable if needed ● Sanitize before leaving lounge ● Bring your own coffee from home. Keurigs and community coffee pots will not be available
Arrival & Dismissal of Staff	<ul style="list-style-type: none"> ● Staff will enter the front door with social distancing. ● Temperature checks for all who enter the building. ● Staff will complete a visitors log- enter badge #, date and time when they enter the building and leave the building ● itinerant staff will work in their assigned areas
Visitors	<ul style="list-style-type: none"> ● Signage outside informing visitors to wear a mask and wait in vestibule for assistance ● Markings on floor (6 ft)

	<ul style="list-style-type: none"> ● Only essential personnel allowed in building ● Office staff will sign visitor in or out ● No volunteers inside the building
Parent/ Visitors Protocol	<ul style="list-style-type: none"> ● Afterschool, late pick-ups, parents can pick-up students in front entry ● Only staff will be permitted to enter the building ● Parents/Guardians need to have face coverings on, while on school grounds ● Parents/Guardians that are dropping off materials (lunchbox, backpack...) will buzz the office, put the item on the table in the airlock and a staff member will take the materials to the student ● Parent/Guardian meetings will be held virtually ● Students arriving late to school will be buzzed into the building and office staff will sign students in, parents will not enter the building ● Students leaving will walk out to parent/guardian waiting on the outside of the front door.
Communication	<p>School Communication</p> <ul style="list-style-type: none"> ● School Newsletter; Friday Flyer ● School-Wide Emails, Phone Calls ● Updated School Website: <ul style="list-style-type: none"> ○ General Langston Information-Event Details ● Langston Google Site <ul style="list-style-type: none"> ○ All curriculum/instruction resources, schedules,instructional websites, teacher pages ● All teachers will have a Google Site landing page for all curriculum/schedule information that will include how to access meetings and assignments <p>Classroom Communication</p> <ul style="list-style-type: none"> ● Classroom Newsletter (min. once a month) ● Group emails (min. once a month) ● Family Check-in (bi-weekly through Oct. 16 and then monthly. ● Email &/call anytime student is absent (must have contact with someone if we don't "see" the student in our live sessions ● Classroom Google Site <ul style="list-style-type: none"> ○ All curriculum/instruction resources, schedules,instructional websites, teacher contact
Student Arrival	<ul style="list-style-type: none"> ● Plan for the first day of school with virtual pre-teaching of new routines. ● Video/slides sent to families for arrival and dismissal

Walkers

- Stay on sidewalk-6 ft. apart until 8:30 am---out front para support supervision. Markings from front of the building to the bike rack
- There will be no supervision in front of the building prior to 8:25 am.
- Students in gr. 1-5 will enter front door and walk through temperature scan and once cleared, they will proceed to class
- Kdg. students will stand outside kdg. classroom door for temperature check. They will be admitted in kdg. classroom door once they have been cleared.
- Students will maintain 6 ft. distance from others while walking through the building.

Car Riders

- Students shall **stay in their cars until 8:30 am**
 - Staff will check student temperature as students exit car
 - Once cleared, students in gr. 1-5 will enter the gym door, proceed to class and maintain 6 ft. distance from others while walking through the building.
 - Kdg. students will be admitted in kdg. classroom door

Bus Riders

- Staff will check student temperature as they exit bus
- Students will enter north gym door
- When bus riders exit the bus they will wait in the gym, 6 ft from one another until 8:30 am
- Students will maintain 6 ft. distance from others while walking through the building as they proceed to class.

Student Dismissal

Walkers will be dismissed at 3:45 pm

- Adults must stand on sidewalk east of bike rack on designated spaces- marked by large blue line
- Students will exit assigned doors and meet family at the end of the sidewalk, along their route or at home

Bus Riders

- Dismissed at 3:50 to gym seated in bus line, 6 feet apart as marked on floor

Car Riders will be dismissed at 3:50 pm

- Each family will be given two name plates, post one in each vehicle that will be used to pick up your students
- When cars enter the parking lot a LHES staff member will enter the assigned car tag number into the iDismiss system.
- Students will be waiting in their class to be called and will exit when their ride enters the parking lot
- Students will be dismissed through front doors and line up according to the order they were dismissed
- Students will stand 6 ft. apart -using double line if necessary until they enter their car

Attendance	<ul style="list-style-type: none"> ● Student attendance is monitored by all teachers interacting with the classroom for the day. ● Classroom teachers are responsible for completing Attendance Log and PowerSchool attendance ● Teachers should mark why a student is absent when they know to ensure that students that have an excused absence get marked correctly and the family does not receive an attendance call.
Transitions	<ul style="list-style-type: none"> ● Hallways <ul style="list-style-type: none"> ○ Schedule should ensure one class in hallway ○ Students and staff will follow designated Flow of Traffic ○ Allot additional time for transitions ○ Decals on floor indicating 6 feet of social distancing. ○ Students should line up in the same order at every transition-# order
Restrooms	<p>Individual student restroom breaks</p> <ul style="list-style-type: none"> ● Teach social distancing ● Masks should be worn ● Sanitize hands upon leaving and entering the classroom. ● Emphasize expediency of process ● Kdg classrooms with individual bathrooms should utilize them ● Teachers will have a line up procedure with students in the same order each day.
Water Fountain	<ul style="list-style-type: none"> ● Water fountains will be shut off ● Students will be asked to bring a full water bottle each day to class ● Bottle Fillers will be open in each pod area ● A water cooler will be placed in each kdg. Room ● Extra water coolers will be set up in the cafeteria to allow students the opportunity to fill bottles as needed ● Custodians will be responsible for keeping water coolers clean and filled
Handwashing/ Sanitizing	<ul style="list-style-type: none"> ● Wash hands/sanitize every hour ● When students exit and reenter the classroom (recess, specials, lunch) ● When students enter and leave groupings ● If student/staff sneezes or coughs, hand-washing/sanitizing should immediately occur
Face Mask	<ul style="list-style-type: none"> ● Face coverings can be removed for snacks, lunch, and mask breaks ● Face coverings are required for anyone that is 5 years of age and above while on school grounds.
Lunch	<p>Lunch</p> <ul style="list-style-type: none"> ● All teachers will take lunch count in a.m. and submit the number of hot lunch orders to the cafeteria

Breakfast	<ul style="list-style-type: none"> ● Food will be brought on carts to rooms ● Students must take all items ● The menu will be static - limited choice ● All utensils will be disposable ● Custodians will place large trash cans in pods. Supervisor will dismiss students in groups that will allow for social distancing ● Supervisors will be assigned to monitor classrooms while teachers eat their lunch elsewhere. ● Classroom teachers must be back at their assigned time to allow the supervisors time to get to the next classroom
Breakfast	<ul style="list-style-type: none"> ● Breakfast will be set out on tables as students enter the building for a “grab and go” breakfast ● Any student may choose to pick up breakfast to take to the classroom and eat
Playground Recess	<ul style="list-style-type: none"> ● Each classroom will be Scheduled portions of the playground on a rotating basis to avoid cross groupings <ul style="list-style-type: none"> ○ Zone 1 = soccer field (gagaball if too muddy to be on grass) ○ Zone 2= blacktop- west side ○ Zone 3= blacktop- east side ○ Zone 4= equipment ○ Primary Playground Zone 1- Play structure ○ Primary Playground Zone 2- swings/rock wall/blue dome ○ Primary Playground Zone 3- field/grass area -west end (front sidewalk if too muddy to be on grass) ● Masks should be worn unless 6 feet of social distancing can be maintained. ● Hands should be sanitized before and after recess. ● Students may use playground equipment ● Playground equipment such as balls and jump ropes may be used. ● List of activities developed by the physical education teachers will be shared across the district to support classroom teachers <ul style="list-style-type: none"> ○ Instruction of games/activities can be integrated into physical education classes
Classroom	<p>Space & Movement</p> <ul style="list-style-type: none"> ● Determine the number of students to provide for social distancing as feasible. ● Spacing of desks, tables, removal of additional furniture to provide more space for seating, movement and social distancing. ● Social distancing as the number of students (determined by the CDC) allows. ● Classroom teachers need clearly defined expectations for sharpening pencils, hand sanitizer,etc. ● Staff and students should sanitize and clean spaces frequently throughout the day. ● Students and staff must sanitize or wash their hands every hour. ● Teachers must utilize the first-aid supplies that are in classrooms

- When possible, physical distancing will be utilized, and seats will face same direction
- Consider physical barrier to define spaces.
- Students will stay with the homeroom teacher for all subjects-no departmentalization.
- Staff entering a classroom should be wearing a mask.
- Support staff will be assigned to specific classrooms when possible.
- All itinerant staff will be assigned to a grade level and/or classroom whenever possible.
- Push-in model will be used whenever possible. Whether Push-in or Pull-out model staff should sanitize common areas between groups.
- Students will have water bottles with them throughout the day.
- Desks and tables should be wiped down twice/daily or if students would change seats.
- Encourage hand signals that do not require touching to exchange greetings.

Chairs

- Students sit in their own chair every day.

Health

- Health kits for each classroom to minimize trips to the health office.

Sanitize

- Sanitize hands every hour
- Sanitize hands when leaving and entering the classroom
- Sanitize hands before and after breakfast and lunch

Floor Space

- Designate individual student space with a visible boundary
- Carpet seating should be used at 50% occupancy, rest of students should remain at desks/table

Table Space

- Tables should be wiped down twice/day, or when student groups rotate
- Classrooms with table seating, no more than 3 students per table

Student Supplies

- No community supplies (bring pencil box with personal supplies each day from home each day and take home at end of day.
- Whiteboard dedicated to each student, store in cubby
- Manipulatives packaged for individuals
- Encourage students to sanitize personal items every day
- Students will not share cubbies or other spaces

Greetings

- Encourage hand signals which do not require touching to exchange greetings

Class Jobs

- Review each job's responsibilities to determine feasibility within safety parameters
- Modify or eliminate if necessary

ISA:

- Students receiving ISA instruction may receive push-in services or may receive services in designated space
- All students will have individual supplies
- Social distancing of 6 ft
- Masks required
 - Students (CDC Exceptions may apply)
 - Adults (CDC Exceptions may apply)

Special Education: :

- Students receiving special education instruction will receive pull-out services in the special education room when applicable.
- All students will have individual supplies
- The tables, chairs, etc. will be disinfected between each group.
- Social distancing of 6 ft
- Masks required
 - Students (CDC Exceptions may apply)
 - Adults (CDC Exceptions may apply)

Specials

Music and Art:

- Will teach from the homeroom of the scheduled class
- Supplies will be brought to the class as necessary
- Social distancing of 6 ft
- Masks required
 - Students (CD Exceptions may apply)
 - Adults (CDC Exceptions may apply)

PE:

- Students will participate in the gym or outside
- All students maintain six ft distance
- Students will wash hands or use hand sanitizer both before and after gym class
- Students will not share equipment. Lessons will be designed to motivate students to be physically active
- Students will be outside for as many lessons as possible
- If in the gym, students will have a special spot that allows for social distancing.

Supplies	<ul style="list-style-type: none"> ● Students will use individual school supplies that will be stored at their seat ● Manipulatives and game pieces that need to be used will be placed in a bucket that the teacher will sanitize and set aside until the next school day. ● Students will need to ask the teacher for tape, staples, etc. ● Students will keep 4 sharpened pencils at their desk. Teacher will assign time during the day for students to sharpen pencils ● A bucket of sharpened pencils will be made available for students who need a pencil
Backpacks & coats	<ul style="list-style-type: none"> ● Personal items will be placed in cubbies while at school ● All items must be taken home at the end of the day ● Custodians will disinfect all cubbies each evening
Chairs	<ul style="list-style-type: none"> ● Students will sit in their assigned chair ● All chairs will be disinfected each night ● All excess chairs will be removed from circulation to keep custodial task manageable
Tables	<ul style="list-style-type: none"> ● Students will sit in their assigned seat ● All tables will be disinfected each night ● All excess tables will be removed from room to keep cleaning task manageable
Floors	<ul style="list-style-type: none"> ● Students will pick up floor each night before the last bell (remove pencils, books, debris, etc.) ● Custodians will vacuum floors each night
Class Jobs	<ul style="list-style-type: none"> ● All students will be expected to wipe their own desk and chair after snack and lunch ● Students will be assigned daily jobs of cleaning door knobs and common use areas twice in the morning and twice in the afternoon ● Papers will be passed out to cubby spaces or a table and students will be released to retrieve them in an order that allows for social distancing
Greetings	<ul style="list-style-type: none"> ● Paras and support staff will be out front to greet students as they arrive, monitor social distancing in the hall, etc. ● Classroom teachers will be at their doors by 8:30 to greet and welcome students into their classrooms and ensure they maintain six feet distance between their classmates
Snacks	<ul style="list-style-type: none"> ● Pre-packaged, store bought community snack only <ul style="list-style-type: none"> ○ Donated snacks should be prepackaged ○ Students bringing individual snacks do not need to be prepackaged

	<ul style="list-style-type: none"> ● Sanitize before and after (hands and tables) ● No sharing of snacks between students ● Snack should last no longer than 10 minutes ● Students will stay in their designated spot for snack, encouraging physical distancing.
Emergency Drills	<ul style="list-style-type: none"> ● Practice and complete required lock-out and lock down emergency drills within the classroom setting to avoid cross grouping and communal areas ● Coordinate fire drills to the class recess schedule <ul style="list-style-type: none"> ○ Schedule all grade level fire drills. Model the siren sound during morning announcements but do not demonstrate throughout the day. ○ Tornado drills may be practiced by class if social distancing allows, a video of assigned space and how to enter may be shown ● Principal identifies the dates of all school-wide drills ● All drills should be discussed and documented
Cleaning	<ul style="list-style-type: none"> ● District is providing cleaning cloth and spray cleaner for all classrooms ● Staff and students must sanitize or wash hands every hour ● Staff and students will sanitize and clean spaces frequently throughout the day
Devices	<ul style="list-style-type: none"> ● Students should not share devices or headphones ● Students will take devices home every night and bring them back each school day. ● Classroom teachers will supervise students wiping devices down daily
Discipline	<ul style="list-style-type: none"> ● Direct face to face interaction will be avoided, if possible. ● Principal or MHT will come to the student.
Extra Curricular Activities	<ul style="list-style-type: none"> ● Gatherings for school or PTO purposes will follow all recommended guidelines ● No outside groups will be permitted to use inside facilities at this time
Health Clinic	<ul style="list-style-type: none"> ● HEALTH CLINIC <ul style="list-style-type: none"> ○ Teachers will be provided with a health kit for each classroom ○ Contact the office for severe illness/injury that cannot be assessed and treated in the classroom or outdoor setting ● ISOLATION ROOM/ CARE Room <ul style="list-style-type: none"> ○ Room 103 is set aside for students with COVID symptoms. ○ Disinfected frequently and access to this room will be restricted ○ Nurse or designated staff will contact family of sick child

- Parent/guardian will sign out student and then wait out front of the building for student to exit
- Staff with COVID symptoms will contact the office
- Individual will wait outside of the classroom until the replacement supervision arrives keeping eyes on the students
- Arrangements will then be made for the teacher to leave the school grounds and Emergency Sub plans will be utilized if necessary
- Nurse will meet sick students in the hallway to be evaluated for cold, flu, COVID related symptoms.
- Students must stand/sit on the designated spot in the hallway
- Nurse will bring medications to students
- Nurse will take students displaying COVID symptoms to room 103
- Soiled clothing will be bagged by the nurse

Activity/Event	Action/Procedure
Staff Meetings	Virtual
After Hours Building Use	Not Allowed, District Decision
Assemblies	Virtual only
Book Fair	Held Virtually
Boys and Girls Club	TBD
Field Trips	Virtual only, District Decision
Music Programs	TBD Second Semester
Site Council/PTO	Virtual

