

Re-Opening Logistics

Quail Run Elementary



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Quail Run Elementary

Non-Instructional Expectations and Procedures

	On-Site	Hybrid	Remote
Models of Learning	<ul style="list-style-type: none"> ● Used when community restrictions for Covid-19 are low ● Schools can operate at 100% ● Social distancing should be practiced where feasible. <ul style="list-style-type: none"> ○ Strict adherence to social distancing cannot be guaranteed in this model. ● Group sizes and spectator events will meet local guidelines 	<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 (15) ● Spectator events not allowed. 	<ul style="list-style-type: none"> ● Used when community restrictions for Covid-19 are high ● School capacity restricted to essential staff and activities ● Social distancing should be strictly enforced. ● Group size will meet local guidelines (10 or fewer) ● Spectator events not allowed.
Communication	All elementary schools will have a common landing page to streamline parental/scholar access to grade level content.	All elementary schools will have a common landing page to streamline parental/scholar access to grade level content.	All elementary schools will have a common landing page to streamline parental/scholar access to remote content.
Communal Spaces (office, gym, cafeteria, hallways)	On-Site	Hybrid	Remote
	<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 	On-Site: <ul style="list-style-type: none"> ● See “On-Site” Column When Remote:	N/A

	<ul style="list-style-type: none"> ○ No field trips ● Masks required <ul style="list-style-type: none"> ○ Students (CDC Exceptions may apply) ○ Adults (CDC Exceptions may apply) ● Office <ul style="list-style-type: none"> ○ All staff/students will maintain 6 ft distance when in office. There should be no congregating. ● 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. ○ 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 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"> ○ See “Transitions” ● Restrooms <ul style="list-style-type: none"> ○ For students, see “Restroom” row. ○ For staff, please disinfect staff bathrooms after each use. ● Teacher’s Lounge <ul style="list-style-type: none"> ○ Teachers using the lounge should be able to maintain 6 ft distance. If they cannot, teachers may eat in the cafeteria. ○ Please disinfect your area when done. 	<ul style="list-style-type: none"> ● N/A 	
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Arrival and Dismissal	On-Site	Hybrid	Remote
	<p><i>Staff Arrival</i></p> <ul style="list-style-type: none"> ● All staff members will have a daily supervision responsibility ● Staff arrive no later than 8:15 am and report to classrooms by 8:30 AM ● Staff required to wear a facial covering/mask ● Staff will take their temperatures prior to coming to school <ul style="list-style-type: none"> ○ Temperatures above 100.0 should not come to work and notify admin ● Teachers must have an emergency sub kit prepared and ready to go <ul style="list-style-type: none"> ○ Must include a minimum of two days of plans ○ Needs to be easy to follow and clear ○ Grade-Level partner needs to know where it is <p><i>Student Arrival</i> Drop off: 8:30 am</p> <ul style="list-style-type: none"> ● Students enter through an assigned entrance <ul style="list-style-type: none"> ○ (map) ● Teachers supervise in assigned locations, wearing masks ● Temperatures need to be taken prior to entry by assigned staff. ● Students with temperatures above 100.0 will be sent to the isolation room. ● Students must go straight to their designated spot in the classroom without putting their things away. ● Students arriving late to school will enter main entrance, parents will not enter the building <ul style="list-style-type: none"> ○ These students will have their temperature taken before entering the building <p>Student Material Drop Off</p> <ul style="list-style-type: none"> ● Students should be supervised while putting their 	<p>On-Site:</p> <ul style="list-style-type: none"> ● See “On-Site” Column <p>When Remote:</p> <ul style="list-style-type: none"> ● N/A 	<p>N/A</p>

	<p>backpacks and materials away in the cubbies.</p> <ul style="list-style-type: none"> • Students must be able to keep 6 feet of distance between one another while at the cubbies. • Teachers will need to create a staggered plan for students to put their personal belongings away. <p><i>Dismissal</i></p> <p>Student Pack Up (determine time as needed)</p> <ul style="list-style-type: none"> • Students should be supervised while getting their backpacks at the cubbies. • Students must be able to keep 6 feet of distance between one another while at the cubbies. • Teachers will need to create a staggered pack up plan for their classroom. <p>Boys and Girls Club</p> <ul style="list-style-type: none"> • To Be Determined <p>Walkers (Dismiss at 3:45 PM)</p> <ul style="list-style-type: none"> • At 3:45, all students walking home will walk to the West doors and exit the building <p>Riders: (Dismiss at 3:50 PM)</p> <ul style="list-style-type: none"> • Older siblings will dismiss two minutes prior to 3:50 to join their younger siblings classroom • K-2 teachers will walk their classes outside to the East playground and line-up, socially-distanced & await cars • 3-5 teachers will walk their classes outside the main entrance and line-up, socially distance on the main sidewalk. 		
Transitions	<p>On-Site</p> <ul style="list-style-type: none"> • Hallways/Stairwells <ul style="list-style-type: none"> ○ Designate Flow of Traffic <ul style="list-style-type: none"> ■ Arrows on floor or wall ○ Allot additional time for transitions ○ Decals on floor indicating 6 feet of social distancing. <ul style="list-style-type: none"> ■ Knotted rope to provide concrete 	<p>Hybrid</p> <p>On-Site:</p> <ul style="list-style-type: none"> • See “On-Site” Column <p>When Remote:</p> <ul style="list-style-type: none"> • N/A 	<p>Remote</p> <p>N/A</p>

	<ul style="list-style-type: none"> ○ model for K-2 students ○ Students should line up in the same order at every transition 		
Restrooms	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> ● Whole class restroom breaks will be scheduled and required throughout the day. ● In emergency cases, students can use the restroom on their own. In this case: <ul style="list-style-type: none"> ● Teach social distancing ● Masks should be worn ● Sanitize hands upon entering and leaving. ● Emphasize expediency of process 	<p>On-Site:</p> <ul style="list-style-type: none"> ● See “On-Site” Column <p>When Remote:</p> <ul style="list-style-type: none"> ● N/A 	N/A
Breakfast & Lunch	On-Site	Hybrid	Remote
	<p>Breakfast and Lunch</p> <ul style="list-style-type: none"> ● Food will be brought on carts to rooms ● Students must take all items; however, if packaged and untouched (e.g. milk), items may be collected and redistributed. ● Students may eat in the cafeteria or outside if social distancing can be maintained ● The menu will be static - no choice ● Teachers will submit the number of hot breakfast/lunch orders the day prior. ● All utensils will be disposable 	<p>Breakfast and Lunch</p> <ul style="list-style-type: none"> ● Food will be brought on carts to rooms ● Students must take all items; however, if packaged and untouched (e.g. milk), items may be collected and redistributed. ● Students may eat in the cafeteria if social distancing can be maintained ● The menu will be static - no choice ● Teachers will submit the number of hot breakfast/lunch orders the day prior. ● All utensils will be disposable ● Breakfast and Lunch for 	N/A

		remote days will be delivered to the classrooms in the afternoon for distribution	
Snacks	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> • Pre-packaged community snack only • Sanitize before and after (hands, tables) • No sharing of snacks between students • Snack should last no longer than 10 minutes • Students will have a designated spot for snack, encouraging physical distancing 		
Recess	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> • Masks should be worn unless 6 feet of social distancing can be maintained. • Hands should be sanitized before and after recess. • Grade levels will not combine for recess. Students may use playground equipment and playground equipment such as balls and jump ropes may be used. Classes will determine the schedule for which class uses which area of the playground each day. • List of activities developed by the physical education teachers and 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 	On-Site: <ul style="list-style-type: none"> • See “On-Site” Column When Remote: <ul style="list-style-type: none"> • N/A 	--N/A
Classroom	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> • Social distancing as the number of students allows. • Spacing of desks, tables, removal of additional furniture to provide more space for seating, movement and social distancing • Sanitize or wash hands every hour <ul style="list-style-type: none"> ◦ Sanitize hands when leaving and entering the 	On-Site: <ul style="list-style-type: none"> • See “On-Site” Column When Remote: <ul style="list-style-type: none"> • N/A 	

	<ul style="list-style-type: none"> classroom <ul style="list-style-type: none"> ○ Sanitize hands before and after breakfast and lunch ● Students use individual supplies ● Consider physical barrier to define space ● No departmentalization ● Staff entering a classroom should be wearing a mask and/or shield ● 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. 		
Emergency Drills	On-Site	Hybrid	Remote
	<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 on one day. 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 <ul style="list-style-type: none"> ■ 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 		
Attendance	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> ● Student attendance is monitored by the teacher and entered into PowerSchool as determined by district policy 	<ul style="list-style-type: none"> ● On days when students are on-site, their attendance will be marked if they are 	<ul style="list-style-type: none"> ● Student attendance monitored by the

		<p>present on-site.</p> <ul style="list-style-type: none"> • On days when students are virtual, their attendance will be marked if they attend one live session. • Classroom teachers will monitor attendance and enter into PowerSchool as determined by district policies. 	<p>teacher and entered into PowerSchool as determined by district policy.</p> <ul style="list-style-type: none"> ○ Student engagement required or artifact submitted
Devices	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> • Students should not share devices or headphones • Students take devices home every night & bring devices to school daily. • Wipe devices down daily 	<p>On-Site:</p> <ul style="list-style-type: none"> • See “On-Site” Column 	
Staff Meetings	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> • All staff meetings will have an online option • Social distancing and masks worn • No food provided 	See “On-Site” Column	

Non-Instructional Expectations and Procedures			
Core, Tier I Instruction	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> • Social distancing as the number of students 	On-Site:	

	<p>allows.</p> <ul style="list-style-type: none"> ● Spacing of desks, tables, removal of additional furniture to provide more space for seating, movement and social distancing ● Sanitize or wash hands every hour <ul style="list-style-type: none"> ○ Sanitize hands when leaving and entering the classroom ○ Sanitize hands before and after breakfast and lunch ● Students use individual supplies ● Consider physical barrier to define space ● No departmentalization ● Staff entering a classroom should be wearing a mask and shield ● All itinerant staff (Ex: Para-educators) will be assigned to a grade level and/or classroom whenever possible. ● Students will have water bottles with them throughout the day, need to be provided by families. 	<ul style="list-style-type: none"> ● See “On-Site” Column 	
Tier II Instruction	On-Site	Hybrid	Remote
	<p>Students with Teacher:</p> <ul style="list-style-type: none"> ● Social distancing as the number of students allows. <p>Students Not Working with Teacher:</p> <ul style="list-style-type: none"> ● Social distancing as the number of students allows. No small groups working together. 	<p>On-Site:</p> <ul style="list-style-type: none"> ● See “On-Site” Column 	
Tier III Instruction	On-Site	Hybrid	Remote
	<p>ISA:</p> <ul style="list-style-type: none"> ● Students receiving ISA instruction will receive push-in, pull-out, or remote services ● All students will have individual supplies. ● Social distancing of 6 ft 	<p>On-Site:</p> <ul style="list-style-type: none"> ● See “On-Site” Column 	

	<ul style="list-style-type: none"> ● Masks required <ul style="list-style-type: none"> ○ Students (CDC Exceptions may apply) ○ Adult (CDC Exceptions may apply) <p>SPED:</p> <ul style="list-style-type: none"> ● Students receiving special education instruction will receive pull-out services in the resource room when applicable. ● All students will have individual supplies. ● The resource room tables, chairs, doorknobs, etc. will be disinfected between each group. ● Social distancing of 6 ft ● Masks required <ul style="list-style-type: none"> ○ Students (CDC Exceptions may apply) ○ Adults (CDC Exceptions may apply) 		
<p>Specials Instruction</p>	<p>On-Site</p>	<p>Hybrid</p>	<p>Remote</p>
	<p>Music and Art:</p> <ul style="list-style-type: none"> ● Will teach from the homeroom of the scheduled class. ● Supplies brought to the class as necessary. ● Social distancing of 6 ft ● Masks required <ul style="list-style-type: none"> ○ Students (CD Exceptions may apply) ○ Adults (CDC Exceptions may apply) <p>PE:</p> <ul style="list-style-type: none"> ● 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. 		

Building Safety Planning & Preparation

Prior to Opening	On-Site	Hybrid	Remote
	<ul style="list-style-type: none"> ● Staff safety training ● Family and student safety training ● Signage and stickers placed ● Disperse masks/shields ● Remove soft furniture ● Space furniture ● Cleaning supply stations ● Temperature check procedure ● Behavioral health screen 	On-Site: <ul style="list-style-type: none"> ● See “On-Site” Column 	
Ongoing Throughout the Year	On-Site	Hybrid	Remote
	<p>All staff members are expected to follow these guidelines, as well as the staff handbook and district guidelines. Should a discrepancy between the agreement or a district handbook arise, district documents will supersede this document and the building handbook.</p>		<p>Meeting Expectations:</p> <ul style="list-style-type: none"> ● One day a week, all QR staff will participate in a Webex staff meeting. ● At least one day a week, it is recommended that each team will have one set collaborative plan time via Webex. The principal and learning coach should be invited. The social worker and counselor should be invited as needed. ● Wednesday’s PLC time will remain the same; all staff will join a Webex meeting, and then be placed into breakout rooms as needed. <p>Communication with Families:</p> <ul style="list-style-type: none"> ● SeeSaw will be the communication tool for grades K-3. <i>(some exceptions)</i> ● Google Classroom will be the communication tool for grades 4-5. <i>(some exceptions)</i> ● All teachers will utilize the QR Remote

			<p>Learning Site so that all families can access remote learning from one place.</p> <ul style="list-style-type: none"> • All grade-level teachers will host a Morning Meeting each day. • Each teacher will meet (via Webex or by phone) with parents to discuss their preferred methods of communication and schedule for individual/group instructional meetings with their child. This schedule will be shared with the principal once it is developed. • If a child is receiving ISA/SPED services, these instructional meetings will be in addition to the meeting with the classroom teacher, not in place of.
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Activity/Event	Action/Procedure
After Hours Building Use	Not Allowed, District Decision
Assemblies	Not Allowed, District Decision
Book Fair	Held Virtually
Boys and Girls Club	Offered at Other Locations for First Six Weeks, TBD starting 10/19
Field Trips	Not Allowed, District Decision
Music Program	TBD Second Semester
Sneak Peak	Virtual P/T Conferences
Site Council/PTO	Virtually

Grandparents and Specials Friends Day	Cancelled
Marathon Club	TBD Second Semester