

## Oak Grove Central Elementary

### Return to Learn Plan

### Parent Guidebook

2020-2021

### Promoting a Healthy School Environment

#### **Announcements and Signage**

- Signs regarding good hygiene and measures to reduce the spread of COVID-19 will be posted throughout the school.
- Positive, informative announcements will be made daily to reinforce procedures regarding daily health questions for students. Announcements will outline guidelines for students and staff who are experiencing symptoms.
- Visual reminders will be placed throughout the halls to help promote safe distancing between students as they travel through the halls and wait in lines for various reasons.

#### **Student/Staff Hygiene**

- Students will be provided multiple opportunities to wash their hands.
- Hand sanitizer will be available in all rooms. Students may bring their own and will be encouraged to use it often.
- Face Coverings- Because social distancing will often be a challenge, it is strongly recommended that parents provide masks for their children if age-appropriate. While masks are not required, masks could reduce the risk of COVID-19 transmission, and significantly reduce the possibility of a student being quarantined by the Mississippi State Department of Health for 14 days due to close contact at school with a confirmed COVID-19 case.

#### **Cleaning and Disinfecting**

- Additional cleaning staff will be provided and frequent cleaning throughout the school will take place each day.
- Frequent sanitizing and wipe downs will take place within the classroom daily.

#### **Classroom Environment**

- Student seating will be spaced as classroom size permits.
- Teachers will create barriers and as much distance between students as possible based on the layout and size of the classrooms.
- Procedures will be implemented that help promote distancing from other students.
- Students will remain in their homeroom class for academic subjects. Teachers will rotate classrooms rather than students.
- Some activity classes will be held in the classrooms.
- Students will bring their own supplies for class.
- Students may bring a backpack that will remain with them at their seat.

- Shared materials (computers etc.) will be limited and sanitized between use.

### **Daily Operations**

#### **Arrival/Dismissal**

##### **Arrival**

- Students will go directly to their classroom upon arrival.
- Grab and Go Breakfast- will be available for students. Students will go to the café to retrieve their breakfast, then to their classroom to eat and begin their day.
- If you plan for your child to eat breakfast, please be sure to have them at school early. Breakfast will be served from 7:00 AM until 7:30 AM.

##### **Dismissal**

- Bus riders will be dismissed and loaded first.
- To avoid crowding, teachers will follow specific routes when loading students on buses.
- Car riders will be housed in the gym and spaced on the floor to wait for parents. Distancing procedures will be followed to ensure safe distances between students.

**\*\*\*Please expect longer lines and plan for additional time in the car rider line.**

**We appreciate your patience and understanding.\*\*\***

#### **Hallway Procedures**

- Students will maintain safe distances from each other while traveling through the hallways.
- Hallway flow will be limited, scheduled, monitored, and strategically changed as needed to maintain student/staff safety.

#### **Bathroom usage**

- Restroom schedules will be utilized for all classes.
- Procedures will be put in place for using the restrooms safely
- Restrooms will be frequently and systematically cleaned throughout the day.
- Water fountains will be cleaned throughout the day, but students are encouraged to bring their own water bottles.

#### **Recess**

- Students will be provided sanitizer before and after recess.
- Classes will rotate through designated areas of the playground area to ensure safe distancing. (daily rotation schedule)
- Any playground equipment used will be cleaned frequently.

#### **Lunch**

- In order to safely distance students and avoid crowding, lunch schedules reflect a limited number of students in the cafeteria at one time.

## Academic/Instructional Operations

- ***Our focus is teaching and growing kids SAFELY. We are an elementary school and believe that meeting students where they are academically and providing the instruction that each student needs is key to growing EACH child. To do that, we must work with our students in small groups and often individually. They deserve the interventions (whether it be remedial, practice, or enrichment) that we have always offered our students. We will strive to meet the need of every student in a safe way.***
- **“Adapt, Adjust and Teach On!”** Please understand that instructional formats may change as we see fit- If we discover better, safer ways of serving and teaching our students, we will change.
- **Classroom Procedures-** Teachers will create and implement classroom procedures based on the setup of their room and the needs of their students.

## Safety and Health Operations

### Office Procedures

- **Late arrivals-** School begins at 7:45. Students arriving after 7:45 are required to check in at the front office.
- **Limited Office Entry -** The office will be limited to two people in the office at one time. Those waiting may sit in the vestibule in the numbered chairs and will be waited on in the order of entry. Thank you for your patience with this matter.
- **Bringing student items-** We understand that students sometimes forget things and parents often bring items to students (notebooks, homework, lunch) We ask that you limit the items that you bring to your students as VITAL to their day. (lunch boxes are considered vital)
- **Campus Visitors-** In an effort to keep all students and staff healthy and due to the current Covid-19 conditions, guests to Oak Grove Central are prohibited until further notice. This includes lunch guests. Thank you for understanding.
- **No “outside” lunches or fast food may be dropped off for students-** We are limiting the need for students to come to the office as much as possible. Please help us with this by not bringing fast food for your child to come pick up.
- **Student Check Outs-**
  - There will be NO checkouts after 1:45 PM.
  - Be prepared for delays due to a limited number of people permitted in the office; Please plan accordingly.
- **Parent Conferences-** will be held by phone or virtually using a digital platform.

## **Health Checks**

- Home is the first screening point on the continuum. It is requested that parents check for symptoms (see parent support section) and check their child's temperature each morning before leaving for school. Families are encouraged to self-report symptoms of illness to the school nurse.
- Students will be asked about their health at the beginning of each day through announcements to confirm that they are not experiencing symptoms.
- School nurses may conduct temperature checks and well-being checks as deemed necessary throughout the school day.

## **Parent Support**

- Please check for symptoms at home each morning before school. These symptoms include fever of over 100 degrees, new cough, shortness of breath, difficulty breathing, chills, body aches, muscle pains, sore throat, new loss of taste or smell, unusual fatigue or irritability, stomach pain, nausea, vomiting, diarrhea, unusual rash, or unusual pink/red eyes not explained by allergies or injury.
- Please keep children at home when symptoms are noticed during the morning health check.
- DO NOT give your child medications to reduce fever before sending them to school.
- Please provide transportation to and from school when feasible.
- If there is a confirmed case of COVID-19 in your household, please report that information to school officials immediately.
- Please follow all guidance from school officials and the Mississippi State Department of Health.
- Please make sure that our records and your child's teacher have your most recent contact information. We ask that you please contact the school should your phone number or email address change during the course of the school year.

## Students' First Days:

### Meet the Teacher

- Virtual Meet the Teacher-
  - Teachers will contact each parent on either August 3<sup>rd</sup> or 4<sup>th</sup> with information about their class and how to access the online videos for Meet the Teacher.
  - This brief phone conversation will give our teachers the opportunity to gather valuable information about your child/family and more specifically, how they will be getting home the first day of school.
  - Please know your child's bus number prior to August 3<sup>rd</sup> so that you can give this information to your teacher. This information may be retrieved from the transportation section of the Desoto County Schools Website @ [www.desotocountyschools.org](http://www.desotocountyschools.org) (click on the bus to access routes).
  - Parents will also receive information about their child's classroom location and first day procedures.

### Student's First Day- Monday, August 10<sup>th</sup>

- Walking students to class-
  - Parents will not be allowed to walk their children to class. (This has actually been procedure for several years).
  - Staff will be available to assist students to class as needed. There will also be several signs to direct students to their classrooms.
- Information table- There will be an information table set up for parents that need information on room assignments (if we were unable to contact you during our Meet the Teacher calls)
- Medicine Drop Off- For parents waiting to bring student medicine in on August 6<sup>th</sup> they will be:
  - Required to sign in with specified staff providing name and phone number
  - Asked to wait in their vehicle and served in order of arrival.
  - Complete needed medical forms while waiting
- Student Registration- To avoid delays in your child going to class, it is **imperative** that parents complete the registration process. Registration must be completed BEFORE students are given their teacher assignment. Online registration can be accessed from the district website @ [www.desotocountyschools.org](http://www.desotocountyschools.org)
- Student Registration (after August 7<sup>th</sup>)- will not begin until AFTER 9:00 AM. Parents will need to call the school after 9:00 AM to schedule an appointment. *We ask for your patience during this process. Understand that we are doing the best we can as fast as we can, but there will be delays if you choose to register during the first days of school.*

- Student Supplies- To avoid carrying multiple bags and being overloaded, we recommend that students bring in a couple of supplies each day, over the first days of school. Your child's teacher may ask for certain items to be sent each day at their discretion.
- Bus Routes- If your student will be riding a bus, please make sure you know the bus number that they will ride home. This information may be retrieved from the transportation section of the Desoto County Schools Website @ [www.desotocountyschools.org](http://www.desotocountyschools.org) (click on the bus to access routes).