Tenniswood Elementary School

2020-2021 Return to School:
In-Person Instruction Procedure Updates

L'Anse Creuse Public Schools will be offering an In-Person Instruction option for families. Below you will find valuable information outlining the protocols L'Anse Creuse and Tenniswood Elementary School has in place to keep our students and staff safe following the Michigan Return to School Roadmap.

OPEN HOUSE/MEET THE TEACHER

Each teacher will host a virtual open house where parents can meet the principal, the classroom teacher, see the classroom, hear about routines and procedures, and learn about grade level curriculum. More details about this event will be communicated by school staff when the school year begins.

DRIVE-THROUGH PACKET PICKUP DAY

Packet Pickup Day is scheduled for Tuesday, September 1, 2020. A drive-through Packet Pickup process will be put in place. Forms to be completed prior to receiving a student packet will be mailed to parents during the week August 24, 2020. These forms include:

- Student Verification form,
- Technology Acceptable Use form,
- Household Survey form
- ***Updated*** Classroom Supply Lists & Individual Student Supplies Bag Tags

On Tuesday, September 1, 2020, the schedule for parents to be able to pick-up the packet(s) for their student(s) will be 9:00 a.m. - 3:00 p.m. ***Please bring the forms listed above, fully completed***, ***as well as any individual student supplies*** to Packet Pickup to keep the time required to obtain your student(s) packet(s) to a minimum. If the forms listed above are not complete, parents will be asked to fill them out in their cars in the school's main parking lot prior to entering the line for Packet Pickup. The information provided in the Packet Pickup line will ***include your student's teacher, classroom and entry door number assignments, information for connecting to our schoolwide dismissal app,*** and more.

STAFF MASKS AND HEALTH

While on school grounds, facial coverings MUST ALWAYS be worn by staff except for meals.

STUDENT MASKS/HEALTH

Students will be required to wear masks in all common areas (halls, bus, arrival, office area, computer lab, library, dismissal, etc.) **Masks are *REQUIRED* in the classroom**. Students will have opportunities for "mask breaks" outside, as facilitated by their teacher. Students will be required to wash/sanitize hands *no less than* every 90 minutes.

PARENTS/VISITORS

For the safety of all students and staff, guests will not be permitted to enter the building, unless to enroll a student, drop off a medication, or if an emergency situation should arise (student injury, etc.).

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BUS ARRIVAL

Students will be required to wear a mask while waiting for and riding the bus. Students will exit the bus and line up 6 feet apart at their assigned doors. The specific doors each classroom will enter will be given out at Packet Pickup.

ARRIVAL

Staff will have face masks for any student who may not have one, and direct students to their classrooms. Staff will be covering each of the doors that students will enter. The doorway number that each classroom will enter will be provided at Packet Pickup. Students will line up at their assigned door, spaced 6 feet apart while waiting for their teacher to bring them into the building. Once in the classroom, students will be seated until they are called to go to their lockers to put their belongings away. This will allow for social distancing. **Students who arrive late must enter through the main entrance doors and check-in in the school's main office.**

BREAKFAST

A free breakfast remains available to all Tenniswood students each day. A food service staff member will visit classrooms each day with a breakfast cart. One class will be called at a time, so students may line up (socially distanced) to get their breakfast from the cart. Students will walk on the right-hand side of the hallway while approaching the cart and returning to the classroom to uphold social distancing guidelines.

HALLWAY TRAFFIC/TRANSITIONS IN COMMON AREAS

While traveling through the building, students will stay to the right-hand side of halls at all times. We will limit the amount of transitions throughout our school day. Lines and arrows will be placed on the ground guiding student foot traffic.

LOCKERS

Once students have arrived at their classroom through their assigned doorway entrance and have taken their assigned seats, teachers will permit students to lockers in a 4-group rotation: A, B, C, D Group for arrival, recess (as needed) and dismissal; Students will be grouped by every 4th locker. For classes that have a 1st hour special, students will put bags under seats and coats on chair backs until special has concluded. Then the A, B, C, D, Group process will begin.

STUDENT SEATING

Students in classrooms with desks will be seated facing the same direction and with as much space as possible between desks. Students in classrooms with tables will sit at a table with as much space between students as possible. Classrooms with tables will be provided with additional desks in order to support social distancing efforts. If possible, tables will be separated and facing the same direction.

CLASSROOM MATERIALS

The use of shared materials will be kept to a minimum. When materials must be shared, all students will wash their hands or use hand sanitizer before and after use. Students will be asked to only use materials that are individually assigned to them as much as possible. Classroom computers, iPads and any other item that must be shared will be disinfected in between students' use. Each classroom will develop procedures for this process.

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ART, MUSIC and SPANISH CLASSES

In order to reduce the number of hallway transitions for students, Art, Music and Spanish will be held in each grade level classroom. Teachers will transition to your child's room to teach his/her class, using a cart to transport materials for each of these content area classes.

PHYSICAL EDUCATION

Students will wash/sanitize hands prior to the start of PE class (upon entry) and upon its conclusion. When weather permits, PE will be held outside and social distancing of six feet will be practiced. If PE must be held indoors, social distancing will also be upheld. The PE teacher will seek opportunities to integrate activities that can be performed by students at a safe distance from others. Students in each cohort group will be assigned to equipment labeled for individual use. This equipment will be disinfected in between each cohort group's use. Equipment that is easy to clean and disinfect will be heavily utilized.

COMPUTER LAB

Only one class will go to the computer lab at a time. Keyboards, mice and headphones will be wiped down with disinfectant after each use. Students are required to wear masks in the Computer Lab, which is a common area.

SPECIAL SERVICES – SPEECH, SOCIAL WORK, RESOURCE ROOM

Students will visit their special service areas with students from their classroom cohort when possible. Special services staff members will pick students up from the classroom and escort them to their grade level cohort classroom or office for services. They will also escort students back to their grade level cohort classroom. If more than one classroom cohort is in the same area, student will be required to wear a mask. Students will not be required to wear masks in the resource room unless groups consist of students from more than one grade level classroom cohort. In this situation, students from different cohort groups will remain separated. Students will be required to wear masks in smaller rooms, including the Speech and Language room and the Social Work room.

HALLWAY RESTROOMS

Lower Elementary classes will utilize classroom restrooms. 3rd Grade and 4/5 Split classes will utilize whole class restroom breaks (once in a.m./once in p.m.). The remaining 4th and 5th grade classrooms will continue to send no more than 1 boy and 1 girl to the restroom at any one time to reduce hallway/restroom traffic. Hallway "dots"/markers will be placed on the floor/wall near the restrooms for students to wait when the restroom is fully occupied. 3 dots, 6 feet apart will be placed on the floor/wall outside of the restrooms. Students will wear masks at all times while traveling to the restroom, while in the restroom, and when returning to class. Students will wash/sanitize hands prior to exiting the restroom.

LUNCH

All students are to wash hands/use hand sanitizer prior to exiting the classroom for lunch. Students will wear masks while traveling throughout the building. Students may remove masks to school-provided lanyards while eating. When finished eating, students are to put masks back on for the remainder of lunch/recess. All students are to wash/sanitize hands prior to exiting the cafeteria to recess. In order to keep cohort groups separated, no more than three classes will be in the cafeteria for lunch at a time.

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RECESS

As each class exits the cafeteria, all students will sanitize their hands. Each class will have an assigned area of the playground each day of the week. Classes will rotate to a new area each day in order to play in all spaces. At the end of recess, students will line up and be escorted back to the designated door. A noon aide will be assigned to be with the class. Students will wash their hands when they enter the building.

TITLE I INTERVENTION SERVICES

Students will wash/sanitize hands prior to exiting the classroom for intervention services. Students will be picked up from the classroom by the intervention support staff members. Hallway traveling/transition procedures will be implemented. Students will wear masks while traveling throughout the building. Students will wear masks in the intervention room, as this is a common area. Students will be spread out as much as possible while working with the intervention staff member. Students will sanitize hands prior to returning to the classroom.

DISMISSAL – PARENT PICKUP (CAR RIDER)

Parents must communicate any changes in dismissal plans for students to the Main Office by no later than 3:00 p.m. daily*.** Car rider will be facilitated/monitored by support staff, special subjects teachers, resource teachers and grade level teachers (after they complete the bus line). ***The iDismiss app will be utilized this year to support the efficiency of the Car Rider process. Parents will receive the revised process for Car Rider, as well as the individual dismissal code(s) for their student(s) during Packet Pickup Day.

Students who are not picked up by the end of each day's scheduled dismissal time may be assigned to SACC until their parent picks them up. Parents will be responsible for any associated fees required of SACC supervision in lieu of timely parent pickup.

DISMISSAL - BUSSES

Parents must communicate any changes in dismissal plans for students to the Main Office by no later than 3:00 p.m. daily. Classrooms will be called to the bus line by grade level (Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 4/5 Split, 5th Grade) in order to uphold social distancing. Students will wear masks in the hallway, while walking outside to their bus, and while riding the bus. SACC students will exit their line to meet the SACC staff in the computer lab. Each grade will exit through an assigned doorway. Grade level classroom cohort teachers will lead their class through the entire bus line, dropping students off at their assigned bus.

DISMISSAL - SACC

***Parents must communicate any changes in dismissal plans for students to the Main Office by no later than 3:00 p.m. daily*.** Kindergarten, 1st grade and 2nd grade SACC students will join the bus line for their classroom and exit the bus line when their classroom line passes the SACC entrance. The SACC waiting room will be the Computer Lab. When called, 3rd, 4th and 5th grade SACC students will be dismissed to walk to SACC on their own. Masks are worn by all when traveling outside of the classroom. When dismissal concludes, the SACC staff will escort the SACC students to the Cafeteria.